



Government of India  
Ministry of Statistics and  
Programme Implementation



# Seventh Economic Census 2019



## Guide for Supervisor Level 2



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## Module 1 Abbreviations/Acronyms used

<b>COS</b>	Collection of Statistics Act 2008
<b>CSO</b>	Central Statistics Office
<b>DES</b>	Directorate of Economics & Statistics, State Government
<b>EA</b>	Enumeration Area– Area allocated to the Enumerator
<b>EC</b>	Economic Census
<b>EPFO</b>	Employee Provident Fund Organization
<b>ESD</b>	Economic Statistics Division of CSO, MoSPI
<b>ESIC</b>	Employee State Insurance Corporation
<b>FOD</b>	Field Operations Division of NSSO MoSPI
<b>HH</b>	Household
<b>IMF</b>	International Monetary Fund
<b>MGNREGS</b>	Mahatma Gandhi National Rural Employment Guarantee Scheme
<b>MOSPI</b>	Ministry of Statistics & Program Implementation, Govt of India
<b>MSME</b>	Micro, Small & Medium Enterprises
<b>n.e.c</b>	Not Elsewhere Classified
<b>NIC</b>	National Industrial Classification
<b>NPI</b>	Non Profit Institution
<b>NSSO</b>	National Sample Survey Office
<b>OPEC</b>	Organization of Petroleum Exporting Countries
<b>PSU</b>	Public Sector Undertaking
<b>SHG</b>	Self Help Group
<b>UFS</b>	Urban Frame Survey
<b>UT</b>	Union Territories
<b>VLE</b>	Village Level Entrepreneur, CSC

## Module 2 Glossary

**2.1 Urban Area** – An Urban area is classified based on the following criteria:

**2.2** All places with a municipality, corporation, cantonment board or notified town area committee, etc.

**2.3** All other place satisfying the following three criteria simultaneously:

- A minimum population of 5,000
- At least 75% of male working population engaged in non-agricultural pursuits
- A population density of at least 400 per sq. km.

The first category of urban units are known as Statutory Towns while the second category of towns is known as Census Towns, identified based on last population Census.

**2.4 Rural Area**– All areas, which are not identified as urban. The basic unit for rural areas is revenue village.

**2.5 Urban Frame Survey (UFS) Block**– UFS block has been envisaged to be a compact area unit, with 80-200 households in general and UFS block is bounded by well defined, clear-cut natural boundaries to the extent possible. UFS blocks are mutually exclusive and exhaustive so that UFS blocks carved out in any given town add up to the total area of the town.

**2.6 Investigator (IV) Unit**– The term ‘Investigator Unit (IV Unit)’ is simply a connotation used for an intermediate unit between town and UFS (Urban Frame Survey) blocks within the town. By convention it is a geographically compact and clearly demarcated area with a population of about 20,000. In terms of number of blocks, an IV Unit generally consists of about 20 to 50 UFS blocks.

**2.7 Enumeration Area (EA)** – A clearly demarcated area allotted to a specific Enumerator for the purpose of carrying out of Census Operations. It would typically be UFS Block (urban areas) or a Village (rural areas). However, in case of large areas in village/UFS blocks, there may be more than one EA in a village/UFS block.

**2.8 Economic Census(EC) House** –  
 a building or part of a building having a separate main entrance from the road or common courtyard or staircase, etc. used or recognized as a separate unit. It may be occupied or vacant. It may be used for residential, commercial or for both purposes.

**2.8.1 Residential** – all EC houses being used for residential purposes. It is possible that there might be some entrepreneurial activity taking place within the house by its residents or outside but not from any fixed structure

**2.8.2 Commercial** – all EC houses where primarily some commercial / entrepreneurial activity is taking place

2.8.3 Others –EC house that is not falling under either Residential or Commercial category. Apart from this, the permanent closed EC houses and those which are excluded from the purview of 7th EC comes under the category of others

**2.9 Household**– A group of persons normally living together and taking food from a common kitchen constitutes a household. A household may contain one or more members. Members of the household may or may not be related by blood.

**2.10 Establishment** – An establishment is a unit situated in a single location in which predominantly one kind of entrepreneur activity is carried out. Establishments may be located in Residential or Commercial EC house.

**2.11 Entrepreneurial Activity** - Entrepreneurship is the act of being an entrepreneur. An entrepreneur is owner or manager of a business unit, who, by risk and initiative, attempts to make profits". The key words here are "risk" and "profits". Any activity that is undertaken keeping profits in mind and which involves a certain risk to the investments made, is generally an entrepreneurship activity.

**E.g.** if a homemaker makes pickles at home to sell to neighborhood families, she is investing on the raw material & her time to make the pickle and there is the incumbent risk of the sale not happening. This is an Entrepreneurial activity. On the other hand, if the same housewife is contracted by a pickle manufacturer to make pickles for them, she gets the supplies from the same manufacturer & gets paid a fixed amount per month for making pickle – this will not be classified as an Entrepreneurial activity.

**2.12 Fixed Structure** - In the context of the Economic Census, it is important to understand "what is a fixed structure". All structures that have four walls & a roof are considered as fixed structures. They may be concrete, mud, wood or any other material as long as they have four walls and a roof. If the establishment is not operating from a fixed structure, it will be enumerated at the Household level & will not be treated as a commercial establishment. However, in cases where the above criterion met, but the structure is temporary created for a short period, will not be considered as commercial, and the enumeration will be done at the place of residence. The guiding principle here, is the stability.

## **Module 3 Introduction to Economic Census**

### **LEARNING OUTCOMES**

By the end of this module, you should be able to:

- Understand What is Economic Census.
- Understand the Need for Economic Census.
- Understand the Importance of Economic Census.
- Understand Scope and Coverage of 7<sup>th</sup> Economic Census.

### 3.1 Understand Economic Census

The Economic Census is a complete count of establishments located within the geographical boundary of India.

Economic Census provides disaggregated information on various operational and structural economic aspects of all establishments in the country. It also provides valuable insights into geographical spread/clusters of economic activities, ownership pattern, persons engaged, etc. of all economic establishments in the country. All this information is very important for policymakers in the government at all levels for evolving policy interventions. It also provides an updated sampling frame for follow-up enterprise surveys undertaken for detailed and comprehensive analysis of all establishments in the country.

### 3.2 Need for Economic Census

3.2.1 Economic Census gives a detailed account of the state of the economy, prospects and the policy challenges. It carries sectoral overviews and comments on reform measures that are required. As such the Economic Census serves the following requirements:

- Detailed information on economic variables, activity wise, of all the non farm agricultural and non-agricultural establishments of the country including its distribution at all India, State, District, Village/Ward levels for comprehensive analysis of the structure of the economy.
- Information on number of workers working in establishments (which are under operation), activity wise and area wise.
- List of all establishments tagged by geographical location up to village/ward level for local level planning purposes.
- Information on establishments registered under any statutory Act, their assets and other economic criteria.
- Information on the unorganized sector in the economy
- A nation-wide Dynamic Statistical Business Register as per international practices adopted by developing countries and in line with the International recommendations

3.2.2 So far six Economic Censuses have been conducted so far in the country. In 1976, Government of India launched a plan scheme called “Economic Census and Surveys” and quickly in 1977 Central Statistical Organization conducted first economic census in collaboration with Directorate of Economics & Statistics (DES) in the States/Union Territories. Second Economic Census conducted in 1980 and the third, in 1990 were conducted along with house-listing operations of Population Census 1981 and 1991 respectively.

3.2.3 The last three Economic Censuses were conducted by the Directorates of Economics and Statistics of the States under the overall guidance of the Central Statistics Office (CSO)

Economic Census	Year Conducted
First Economic Census	1977
Second Economic Census	1980
Third Economic Census	1990
Fourth Economic Census	1998
Fifth Economic Census	2005
Sixth Economic Census	2013

### 3.3 Background and Objectives for 7th Economic Census

- i. The non-farm economic activities carried out in India have a lot of diversity in terms of organization and management. They are carried out by units registered /licensed under various laws and regulations or by self-employed/ own account establishments not registered/licensed. Some of them operate in fixed visible premises and some operate within household categorized as invisible units. The mode of operation could also vary from seasonal / casual to perennial. Some may be focused on servicing specific needs and some may be dealing in multiple activities (e.g. retail shops having a food stall & a mobile repair shop).
- ii. With so much diversity, the units engaged in non-farm economic activities, if measured properly, will give indications about location-wise economic activities, occupations, employment and relatively inactive locations in terms of the characteristics measured.
- iii. Conducting periodic Economic Census has been the means of measuring the diversity of non-farm economic activities in all its major dimensions.
- iv. Seventh Economic Census has specific objectives for developing a complete list of economic units and providing location tag to the units.
- v. In respect of units without fixed premises /location and invisible units, the Economic Census is expected to provide location-wise information on number of units along with other economic characteristics.
- vi. The 7<sup>th</sup> Economic Census is expected to provide information on clustering of various economic activities/ occupations at different locations.
- vii. Statistical measurement of non-farm sector requires differential treatment in coverage of units both larger and smaller in size. Larger units will be organized into a dynamic register, known as 'Business Register'. The other components (unorganized



or informal sector) will be organized into location-wise information, to be used as frame for conducting periodic sample surveys for further studies.

### 3.4 Scope & Coverage for 7th Economic Census:

3.4.1 All establishments including household establishments, engaged in production or distribution of goods/services (other than for the sole purpose of own consumption) in agricultural (except crop production and plantation) and non-agricultural sector (except those engaged in public administration, defence, compulsory social security, activities of households as employers of domestic personnel, activities of territorial organizations and bodies and illegal activities) will be counted.

3.4.2 Let's look at some exclusions to the census:

3.4.2.1 Public sector establishments which are engaged in Non Commercial Activities will not be enumerated in the 7<sup>th</sup> EC.

3.4.2.2 Primary sector activities such as Agriculture crop production & plantation are excluded. There is a separate Agriculture census carried out and all data pertaining to Agriculture is available.

3.4.2.3 Defence establishments, para military organizations & some other bodies are excluded.

3.4.2.4 There are some illegal activities that are carried out for which it may not be safe or prudent to collect data – for example, prostitution, gambling etc. and thus shall be excluded from enumeration.

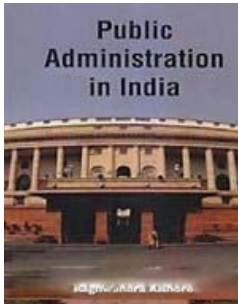
3.4.2.5 All International organizations such as UN bodies, OPEC & similar organizations are also excluded from this census

3.4.3 All households and establishments with economic activity will be covered in the 7th Economic Census.

3.4.4 Establishments with fixed structures are will be covered at the place of their operation. On the other hand, entrepreneur activities that are carried out without any fixed structures are will be covered at the place of the residence of the owner. All types of establishments (perennial, seasonal and casual), existing on the date of census, though may not be in operation on the day due to certain reasons, will also be covered in the census.

3.4.5 In the 7th Economic Census, it is envisaged that there would be 100% coverage with no omissions. Data collected for individuals will not be shared.

### 3.5 Exclusions – some examples



**Public Administration**



**Agriculture**

There are three wings of Indian Defence Services

- 1. Indian Army Uniforms Logos
- 2. Indian Air force
- 3. Indian Navy



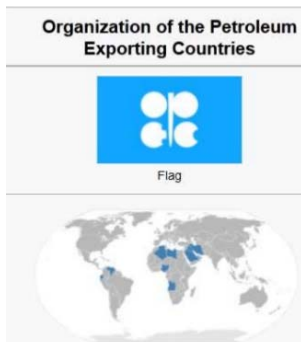
**Defence Services**



**House maids & other Domestic workers**



### International Organizations



### Illegal Activities

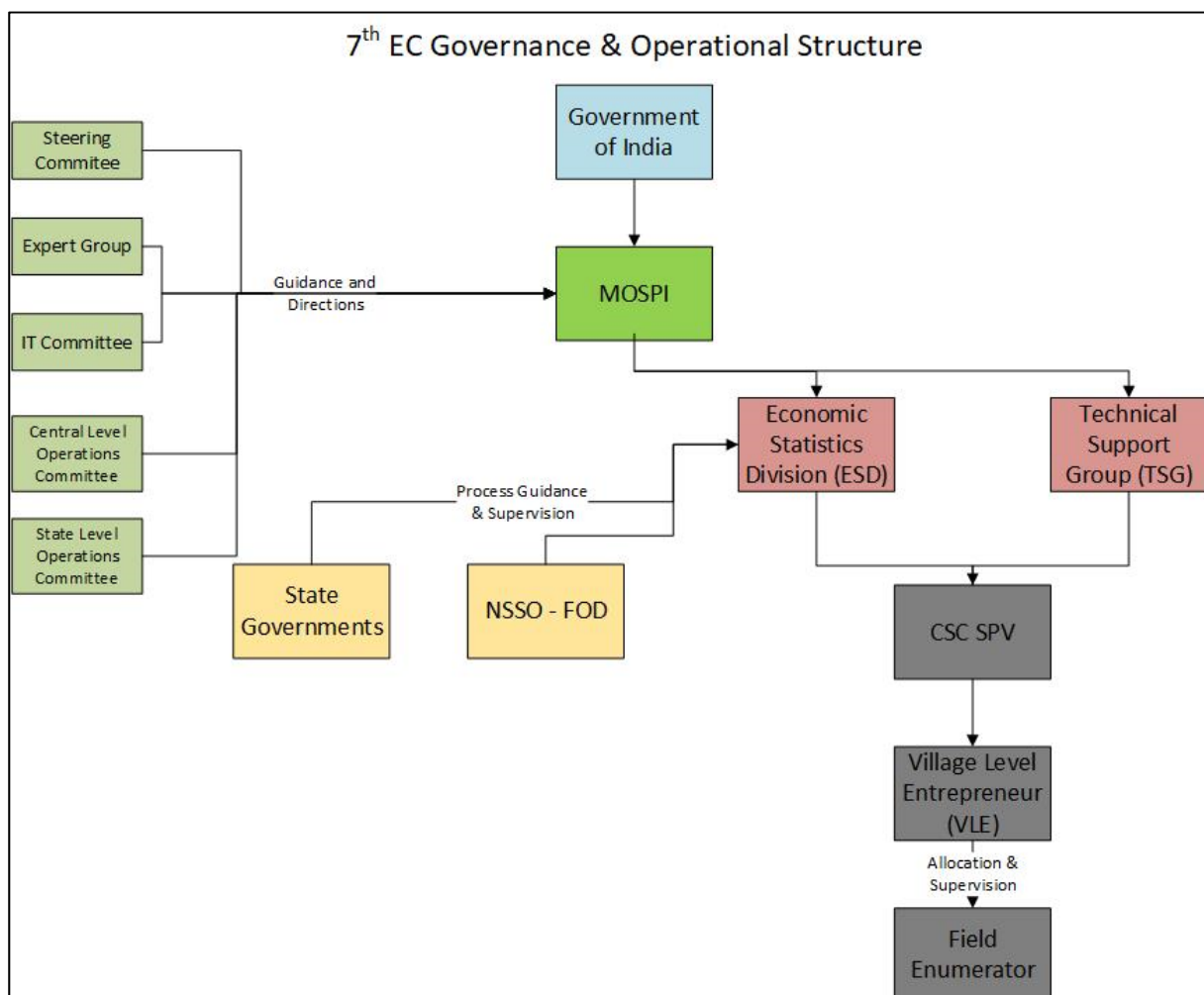


## Module 4 Stakeholders and Their Roles

### 4.1 Broad Governance & Operational Structure

i. Based upon learning of previous Economic Censuses, it is proposed to conduct the 7th Economic Census in 2019 with advanced ICT tools and applications. The 7th Economic Census will be conducted using state-of –the-art ICT platform that would facilitate:

- Geo-codes embedded data collection on mobile devices.
- Real – time data validation and scrutiny.
- Monitoring and supervision using interactive MIS dashboards.



## 4.2 Key Stakeholders

**Ministry of Statistics & Programme Implementation (MOSPI)** will be conducting the 7<sup>th</sup> Economic Census of India. For this purpose, the following Committees have been formed for guidance, directions & approvals:

- **Steering Committee:**  
This committee suggests strategies for deciding logistics, implementation, coordination and financial issues and ensure timelines for conduct of Economic census. Also, it will evolve mechanism for preparation of a National Business Register and its dynamic updation.
- **Expert Group:**  
For the overall guidance on the technical aspects related to the conduct of the 7<sup>th</sup> Economic census, the competent authority has approved constitution of an Expert Group with the following composition.
- **IT Committee:**  
This committee will recommend strategies on data collection including schedule design, data validation, tabulation, use of IT, inspection, post enumeration checks, organize stakeholder consultations and report generation with respect to 7<sup>th</sup> EC.
- **Central Level Operations Committee:**  
In order to monitor the progress of the fieldwork and issue guidance on operational aspects of 7<sup>th</sup> EC, it has been decided to constitute a CLOC (Central Level Operations Committee). It will also review feedback from SLOCs and recommend suitable course of action.
- **State Level Operations Committee:**  
In order to monitor the day to day progress of fieldwork and resolution of operational changes, if any, faced by enumerators and supervisors, it has been decided to constitute a SLOC(State level monitoring committee) cum Monitoring cell in each State/U.T. Also, it monitors and oversees the quality of training programmes conducted by CSC SPV.

### **Implementing Agency**

**Common Services Centers (CSC)** e-Governance Services Limited (a Special Purpose Vehicle company) formed under the Ministry of Electronics and Information Technology (MeitY), Government of India has been selected as the implementation agency for the development of desired ICT platform system and conduct fieldwork for 7<sup>th</sup> Economic Census.

1. CSC-SPV has a network of CSCs created under Nationale-Governance Plan (NeGP) as core front end infrastructure at the Gram Panchayat level (called Village Level

Entrepreneur – VLE). CSCs are the access points for delivery of essential public utility services, social welfare schemes, healthcare, financial, education and agriculture services, apart from host of B2C services to citizens in rural and remote areas of the country.

2. It is a pan-India network catering to regional, geographic, linguistic and cultural diversity of the country, thus enabling the Government's mandate of a socially, financially and digitally inclusive society.
3. CSC shall mobilize and engage required manpower for a successful conduct of the 7<sup>th</sup> EC. Following major activities are to be undertaken by CSC-SPV
  - Development of IT Application for accomplishing the conduct of 7<sup>th</sup> EC
  - Data Preparation – to ensure best usage of administrative datasets and information available with central/state government enterprise registers
  - Deployment of field enumerators and supervisors
  - Train the VLE staff/additional resources deployed by CSC for the enumeration and supervision work. This trained manpower will be undertaking examination to qualify as enumerator or supervisor for the 7<sup>th</sup> EC. The shortlisted candidates would be certified, and they would be eligible for conducting 7<sup>th</sup> EC enumeration and/or supervision
  - Deploy certified manpower and provide access to CSC network/mobile application for data collection. Subsequently augment manpower for data collection & supervision and ensure quality & coverage, wherever necessary
  - Continuous training and capacity building of enumerators/supervisors through audio/video tutorials, FAQs, helpdesk support, webinar, etc
  - Data Collection – to collect 7<sup>th</sup> EC household and establishment information along with their geo coordinates through mobile application, developed by CSC.
  - Data Validation – to ensure that the 7<sup>th</sup> EC data quality and coverage is conforming to benchmarks and norms
  - Monitoring and supervision Dashboard – to monitor the progress of 7<sup>th</sup> EC activities and release of milestones
  - Data Dissemination – to make available the 7<sup>th</sup> EC data to stakeholders for information and analysis
  - Technical Support Group (TSG) to support MOSPI in the smooth rollout of the 7<sup>th</sup> EC project, coordination with various stakeholders, monitoring & management of the project

**State Governments–** Multilevel intervention is required at the state level by the respective State government with necessary engagement at each step. Their invaluable support is required in:

- Necessary coordination with state departments and administrative units
- Nominating the Nodal officers to actively participate in the project and to manage system aspect like on boarding and allocation of supervision work
- Helping to resolve issues in Local Government (LG) Directory and Census code to make a frame of primary units for conducting Census.

- Providing State Business Register for validation and benchmarking
- Formation of State Level Coordination Committee and District Level Coordination Committee
- Participation in level 2 supervision
- Publication of State and District results of 7<sup>th</sup> EC
- Issuance of letter to various administrative and Local Self Government offices for creation of awareness & sensitization and Support to the 7<sup>th</sup> EC
- Facilitate and participate in District/Sub-District Level Training programmes

**NSSO (FOD)** – Support & guidance in capacity building, supervision and process at both Central and State level in different phases of the Census.

#### 1. **Planning Phase**

- A. Support by FOD Head Quarters to CSC SPV in devising principles of dividing villages into manageable units of enumeration – in case of large villages (more than 500 households)
- B. Appointment of Nodal Officer / Single Point of Contact for Economic Census 2019 by concerned FOD Zonal Offices/ State Regional Offices/ Regional Offices for coordination with States and CSC SPV.
- C. Providing UFS maps and schedules of IV Units by FOD State RO/ RO to CSC SPV
- D. CSC SPV in identification of Ward numbers related to UFS blocks and IV units.
- E. Participation in pilot project and pre-pilot projects for monitoring and level 2 supervision.
- F. Provide observation and feedback on the pre-pilot and pilot projects for smoothening and fixing the processes and methodologies to ensure correct mechanism being developed for survey and supervision.

#### 2. **Training & Capacity Building Phase**

- A. Participation and delivery of sessions on field operations at National Level Workshop.
- B. Participation and delivery of sessions on field operation on Day 1 of State / District level training workshop
- C. Participation and delivery of on field training to the participants of State / District level training through usage of Mobile APP developed by CSC SPV on Day 2 of the workshop

#### 3. **Survey Phase**

- A. Using IT Application developed by CSC SPV for administering the enumeration/ verification/ Level 2 supervision.
- B. On boarding of Supervisors from FOD for level 2 supervision by using either mobile based app or web-based application as the case may be.
- C. Close coordination with ESD, State Governments and CSC SPV for ensuring the quality of data capture and ensuring the project timelines.

#### 4. **Post Survey Phase**

- A. Coordinate with state and District administration and committees for publication of District/ State Level provisional Economic Census 2019 statistical reports.

## Module 5: Role & Responsibilities

- 5.1 In an exercise of the magnitude of 7<sup>th</sup> Economic Census, it is imperative that the work being done by the Enumerators is closely monitored for accuracy, speed & coverage. There are two levels of supervision planned in the process.
- 5.2 The first level of supervision will be carried out by the CSC VLE's
- 5.2.1 Supervisor Level 1 will carry out a 100% check on each data record captured by the enumerator
- 5.2.2 They will be checking the data on some specified fields but they have to check each EC house – residential, commercial or others – covered by the enumerators
- 5.2.3 They have to also check for EC Houses left out (if any) in the survey
- 5.2.4 The first level supervisor is allowed to make changes to the data if found erroneous
- 5.2.5 On completion of the supervision for the day for the assigned enumerators – the data needs to be submitted for 2<sup>nd</sup> level supervision
- 5.3 **Role of Supervisor Level 2 in Economic Census**
- 5.3.1 The 2<sup>nd</sup> level supervision will include:
- Process Verification
  - Data Verification
- 5.3.2 It will be carried out on a total of 10% of the data collected by enumerators
- 8% of the data verifiers will be from the State
  - 2% of the data verifiers will be from the FOD
- 5.3.3 The data allocated to Level 2 supervisors will be mapped to Level 1 supervisors & NOT to individual enumerators
- 5.3.4 The first phase of field data collection should be utilized for the process verification. This phase will typically begin around day 5 of the enumeration process starting in the allocated area.
- 5.3.5 The parameters to be checked are as follows:
- Can the Enumerator identify area boundaries?
  - Is the Enumerator carrying ID card and authorization letter while on census work?
  - Can the Enumerator identify exclusions?
  - Did the Enumerator follow protocol for EC House listing?
  - Has the Enumerator omitted any establishment / household area?
- 5.3.6 Feedback collected from the process phase will be passed on to CSC for necessary action
- 5.3.7 The Data validation phase should typically start by about day 20 of the enumeration process in the allocated area since by then there will be a reasonable data size that would have been verified by the level 1 supervisor &

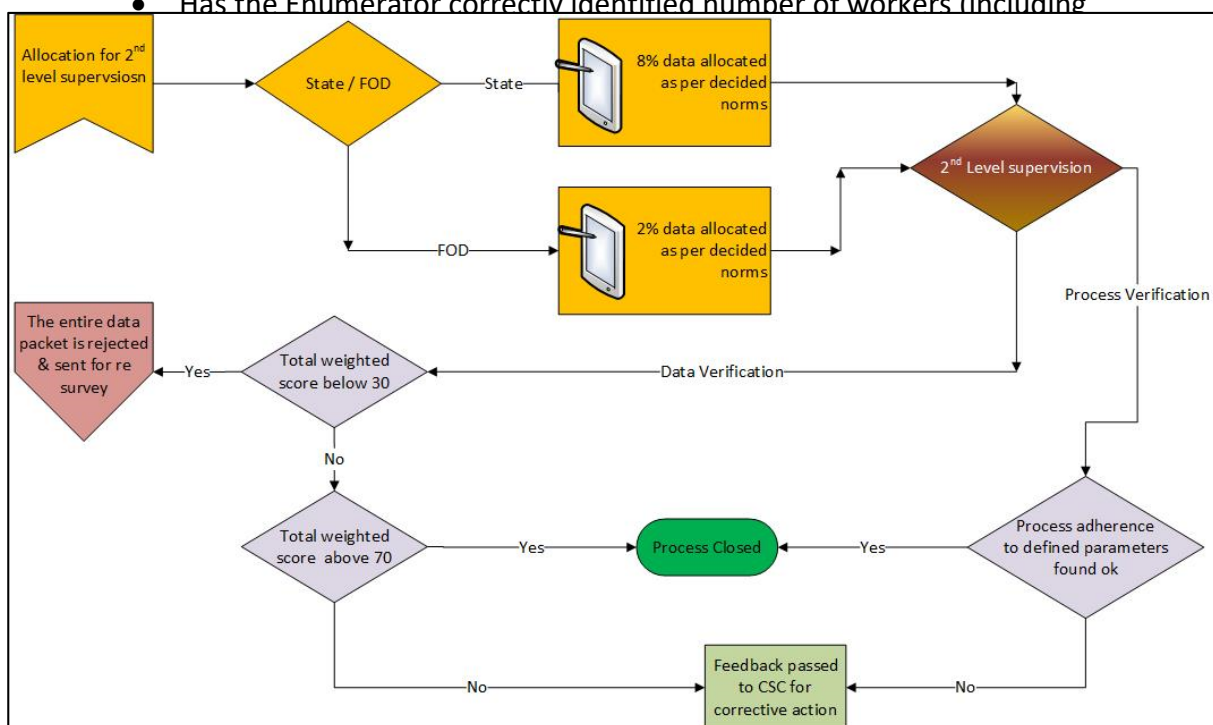
the system will allocate a sub-set (as per pre decided norms) for the 2<sup>nd</sup> level supervision

5.3.8 The following principles would apply for the 2<sup>nd</sup> level supervision:

- Exclusions that will be identified basis a “heat map” generated by the system through the Geo Location of the enumerator during survey
- Verification of outlier data generated basis:
- Average time spent vs global average - e.g. if the average survey time in an area is 9 mins & one enumerator’s average is 4.5 mins
- NIC Codes – exceptional NIC code in a specific area – e.g. a manufacturing unit in the middle of a wholesale spice market
- No of workers – e.g. 1-2 workers in a manufacturing unit or 25 workers in a small retail shop
- High instance of default numbers. Fields like Mobile number or PAN number will have a default value to be given in case the respondent does not have / want to share the same. Too many instances of the default value being entered will need to be verified

5.3.9 At least 10 samples need to be verified for the following parameters in each sample record:

- Has the Enumerator correctly (largely) identified number of household-based establishments?
- Has the Enumerator correctly identified activity category (NIC 3 digit)?
- Has the Enumerator correctly identified number of workers (including





## **Module 6 Schedule EC 7.0**

### **LEARNING OUTCOMES**

By the end of this module, you should be able to:

- Understand Schedule EC 7
- Define each field on the Schedule

## Description of Schedule 7

1. **Identification Particulars:** Address of the establishment needs to be filled here, with particulars like State, District, Panchayat, etc.
2. **Locality/ street/ Lane/ Premises/Building No.:** Here the postal address needs to be filled completely.
3. **Economic Census (EC) House No:** This will be auto-generated by the system.
4. **Purpose of EC House:** The enumerator must be able to identify the purpose of EC house and accordingly select the relevant category from: “Residential”, “Commercial” or “Others”.
5. **Name of the head of the household / respondent:** to be filled by the enumerator correctly.
6. **Mobile number of the head of the household:** record the 10-digit mobile number of the head of the household.
7. **Number of members usually residing in the household:** The enumerator has to enter the total number of members usually (6 months) residing in the household and thereafter properly classify under: Males , Females & Transgenders. Here, “usually residing” means that a member has been living in the household for more than 6 months and if any member is temporarily away from the house, they shall also be included in the enumeration.
8. **Number of Household members pursuing entrepreneurial activity:** Here the enumerator has to record the number of establishments that are owned by the household members.
9. **Particulars of Owner of proprietary establishment**
  - Age (Number of years completed)
  - Gender (Male-1, Female-2 Third Gender-3)
  - Social Group (SC-1, ST-2, OBC-3, Not Known-4, Others-9)

### 10. Religion

Religion	Code
Hinduism	1
Islam	2
Christianity	3
Sikhism	4
Buddhism	5
Zoroastrian/Parsi	6
Jainism	7

Not Known	8
Others	9

## 11. Major Source of Finance

11.1.1 An establishment may seek funds for running the establishment or for expanding its activities from several financing or lending agencies or persons. For filling up this column, the agency or an institution (Public/Private) in respect to which the establishment owes highest loan liability and unpaid on the day of visit, that agency is to be considered as the major source of finance.

11.2 For example, an establishment has to pay a balance sum of Rs. 10 lakh to a bank whereas it has to pay a balance sum of Rs. 5 lakh to money lender on the day of visit. In such a situation major source of finance is borrowing from financial institution (bank) and suitable code is to be recorded for this item. The details are as under:

Source of Finance	Code
<b>Self-Finance</b> – funds raised through own savings / income	1
<b>Loan from private money lenders</b> – this category includes money borrowed from local / informal sources – typically at a higher rate of interest as compared to the formal sources & may or may not include a collateral against the loan	2
<b>Interest-free loan from friends &amp; relatives</b> – this is money borrowed from friends and / or relatives to finance the establishment	3
<b>Loan from cooperative banks and societies</b> – there are many small cooperative banks and societies that give money on interest. Any funds taken from such institutions fall under this category	4
<b>Loan from Commercial Banks and Institutional Agencies</b> – funds borrowed from regular commercial banks & agencies such as – NBFCs (Non-banking financial corporations) like Mahindra and Mahindra financial services, Muthoot, etc.	5
<b>Loan from Central and State level lending institutions</b> – institutions such as National Small Industries Corporation (NSIC), Small Industries Development Bank of India (SIDBI), State Financial Corporations (SFC's), Khadi & Village Industries Commission (KVIC), State Industrial Development Corporations, etc.	6
<b>Loan from Self Help Groups (SHGs)/Micro Finance Institution-</b> availing finance from SHG by the virtue of being its member. SHGs pool their resources/savings and keep it with the bank in the name of SHG. This is a common fund from where it disburses the loans. Examples of MFIs are	7

Grameen banks, RRBs (Regional rural banks), Joint Liability Groups and other rural cooperatives.	
<b>Direct financial assistance from Central/State/Local Government</b> – This form of assistance is basically availed via any form of affirmative action taken by the Government through schemes and programmes. Examples: PMKSY (PM Krishi SichaiYojna ), MUDRA scheme, STAND UP & START UP INDIA, KALIA scheme, RYTHU BANDHU scheme , etc...	8
<b>Others-</b> In case the enumerator is unable to get any information about the source of finance for the business of the respondent (after sufficient probing / persuasion), he /she can classify the case here. It must be noted that if there are multiple sources of finance, the one with the higher outstanding amount shall be considered and enumerated.	9

## 12. Number of persons engaged (on the last working day):

### 12.1 Worker

Workers can be classified into 3 types:

12.1.1 **Hired Workers:** These are workers who are hired to perform a pre - determined task at a specified remuneration (fixed or variable partly or wholly). This is regardless of the days worked with an organization. The number of workers being paid wages as on the day before the date of survey will be taken as hired workers. Example: A person gets hired by XYZ corporation and works for 10 days every month. He will be classified as a hired worker.

12.1.2 **Non-Hired Workers:** These are workers who may not be paid by a firm/entrepreneur to whom they are providing any form of assistance. This category may include household members/spouse/siblings/children/relatives, etc. The primary motive is not monetary.

12.1.3 **Contractual Workers:** An employee who works under contract for an employer. A contract employee is hired for a specific job at a specific rate of pay. A contract employee does not become a regular addition to the staff and is not considered a permanent employee.

Examples are: workers hired for 4 months for a builder corporation at a daily fixed wage, can be classified as contractual workers. Most security Guards are on the payroll of another organization & not the organization where they are physically working. These are also examples of Contractual Workers

12.1.4 Some Points to Remember

12.1.4.1 Thetotalnumberofpersons i.e.workersworkingonthelastworkingday priortothedateoffieldworkintheestablishmentistobereported.Thiswill

include all persons whether hired or not. The workers with age less than 15 years (i.e. child workers) are also to be included.

- 12.1.4.2 Household members whether paid or not, if engaged in any of the activities carried out by the establishment will be included.
- 12.1.4.3 The figure of number of persons is a position on the last working day for perennial/casual establishment and the last day of the working season for seasonal establishment. This also includes both supervisory and primary workers.
- 12.1.4.4 A worker need not mean the same person is continued but refers to a position. Part time workers are also treated employees.
- 12.1.4.5 In case of regular wage employees, those found absent on the last working day due to sickness, leave, etc. are also to be counted.
- 12.1.4.6 Contract Workers engaged through an agency and working in the establishment should not be counted at the place of work (establishment). They should be counted at the agency on whose pay rolls they are engaged.
- 12.1.4.7 These self-employed persons (i.e. either the owner of the establishment or any family member assisting the owner in the establishment) who could not work on the last working day are to be included.
- 12.1.4.8 Sales persons appointed by an establishment for selling/marketing its produce or services of an apprentice, supporting workers, paid or unpaid are also to be treated as workers. The owner, running the establishment would also be considered as a worker and counted for the purpose.
- 12.1.4.9 Volunteers, who work without salary/honorarium, will be considered as workers.
- 12.1.4.10 Some establishments do not hire professionals like advocates, accountants, doctor etc., as their worker. These establishments engage such professionals on a fairly regular basis or on need basis. Such professionals work in one or more establishments and they have some autonomy to determine the charges receivable as well as volume of job performed by him/her. Such professionals usually receive charges for the service they render to establishments. Such persons are doing activity that is entrepreneurial in nature, and thus s/he will not be considered as workers of the establishments using their services. Instead, they will be considered as an establishment in their respective households.

12.1.4.11 If a professional is engaged by one or more establishments on a full-time or part-time basis, and when the professional does not have autonomy to determine the charges receivable and volume of job to be performed; in that case s/he will be treated as a worker in all such establishments. Apart from this, if the professional undertakes additional activity in another establishment, s/he would be treated as an establishment at household besides serving as a worker of the above establishments.

#### 12.1.5 Self-employed

12.1.5.1 Persons who operate their own establishments or are engaged independently in a profession or trade on their own or with one or a few partners, are deemed to be self-employed entrepreneurs.

12.1.5.2 The essential feature of the self-employed entrepreneur is that they have autonomy (i.e., how, where and when to produce) and economic independence (i.e., market, scale of operation and money) for carrying out their operation.

12.1.5.3 The remuneration of the self-employed entrepreneurs consists of an inseparable combination of two parts: a reward for their labour and profit of their establishments.

12.1.5.4 Self-employed professionals working on retainer ship on a regular basis on a fixed honorarium is to be treated as a worker. In case he works independently besides the retainer ship, he will be treated as a worker in each establishment, as well as, an entrepreneur (and counted as establishment at his household).

12.1.5.5 Entrepreneurship is the key differentiator for treating a professional as a Worker or as an establishment at household. Autonomy to take decisions while performing an economic activity, is an essential characteristic of entrepreneurship.

12.1.5.6 If an establishment has some contract with some other agency (e.g. security, cleaning, nursing, midwife), or persons (like CA, lawyer, etc.), the employees of the agency (or persons) who are working within the premises of the establishments (e.g. sweeper, guard, nurse, etc.) will not be counted as the employee of this establishment; rather they will be considered under the agency which has deployed them.

### 13. Manufacturing Services

This covers the services provided by an establishment in transforming the physical inputs / material inputs owned by other establishments or other households. A Manufacturing Service Provider (MSP) provides manufacturing services that utilizes inputs such as capital, labour and energy to transform the material inputs owned by other establishment or households. For example, Reebok sells shoes that are manufactured by assembling components such as soles, upper, adhesive strips etc manufactured by other entities – each of which is providing manufacturing services.

#### 14. Services Export

With reference to the definition of “Services” in the “Key Concepts & Definitions” section, any services that are being provided to overseas clients are considered as exported services. Example could be Home Tutorials, Transcription Services, Web Site Creation, Tele-Medicine, Back Office work etc over the internet.

#### 15. Investment in Plant & Machinery/ Equipment

This item has been introduced for the purpose of checking whether the establishment is a *micro, small or medium* enterprise. Ministry of MSME classifies an enterprise as micro, medium or small depending on the value (investment) of plant and machinery or equipment. In case of manufacturing establishments, value (investment) of plant and machinery will be considered. The value (investment) of equipment will be considered in case of services & trading establishments. This is the price at which the establishment acquired the plant & machinery/ equipment used in production at various points in time. For the purpose of this item plant & machinery and Equipment are defined as under:

- 15.1 **Plant & Machinery:** Plant is generally the name given to an assembly of machinery /equipment/devices installed for the operation of entrepreneurial activities. Machinery means an implement or mechanical device used in the entrepreneurial activities.
- 15.2 **Equipment:** Equipment is defined as all instruments, office machines and such other electro mechanical or electronic appliances that are directly related to the service rendered but excluding furniture, fittings and other items not so related.
- 15.3 Value of these items refers to that of physically installed as on the last day preceding the date of enumeration. In case the existing plant & machinery/ equipment are purchased over different points of time, the original value (purchase value) of the same will be added up to arrive at the value as on last day preceding the date of enumeration.
- 15.4 All vehicles, power-driven or man/animal-driven, used for transporting persons, goods and materials by the establishment in connection with its activity will be covered by this item. If the equipment is used both for domestic as well as establishment purposes, the criterion to be followed is major time disposition of the equipment i.e., whether equipment is used more for domestic purpose or for use in establishment. Transport equipment that is occasionally rented out will be included if it is mainly used for the activities of the establishment.
- 15.5 The investment in plant and machinery is to be accorded an appropriate code as under

Investment Value	Code
------------------	------

< 10 lakh	1
10-25 lakh	2
25 lakh – 2 Crore	3
2 – 5 Crore	4
5-10 Crore	5
>=10 Crore	6

## 16. Annual Turnover

16.1 Turnover is a measure of financial performance of an establishment. The total sale value of goods manufactured/traded and of services supplied by an establishment is considered as the turnover of an establishment. The annual turnover of an establishment (as per a range) is to be provided as under

Annual Turnover Range	Code
<=1Lakh	01
1-5Lakh	02
5-10Lakh	03
10-20Lakh	04
20-75 Lakh	05
75 Lakh – 1.5 Crore	06
1.5 Crore – 5 Crore	07
5–20Crore	09
20-50Crore	09
50-75Crore	10
75 – 250Crore	11
>=250 Crore	12



17. **Registration Details of Establishment**

Information on primary registration for setting up of an establishment will be captured here. Multiple selections can be done from a list of Central and State registering Authorities. A list of such Acts and their corresponding codes are given below:

Primary Registration Acts	Code
<b>Shops and Establishment Act, 1953:</b> sole intention of providing statutory obligation and rights to both employees and employers in the unorganized sector of employment.	1
<b>Companies Act 2013:</b> The <b>Companies Act 2013</b> is an Act of the Parliament of India on Indian company law which regulates incorporation of a company, responsibilities of a company, directors, dissolution of a company.	2
<b>LLP Act 2008:</b> LLP is a corporate business vehicle that enables professional expertise and entrepreneurial initiative to combine and operate in flexible, innovative and efficient manner, as a hybrid of companies & partnerships providing benefits of limited liability while allowing its members the flexibility for organizing their internal structure as a partnership.	3
<b>Indian Trust Act 1882 (incl State Public Trust Act):</b> <b>Indian Trusts Act, 1882</b> is an Act in India related to private trusts and trustees. The act defines what would lawfully be called as a trust and who can be legally its trustees and provides definition for them.	4
<b>Societies Registration Act, 1860:</b> The <b>Societies Registration Act, 1860</b> is a legislation in India which allows the registration of entities generally involved in the benefit of society - education, health, employment etc.	5
<b>Co-operative Societies Act, 1912:</b> An <b>Act</b> to facilitate the formation and working of <b>Co-operative Societies</b> and to consolidate and amend the <b>law</b> relating to <b>Co-operative Societies</b> .	6
<b>Foreign Companies</b> (not under the CA 2013)	7
<b>Not Registered with any Act</b>	8
<b>Any other Act</b> (not covered above)	9

## 18. Additional Registration/Licenses

18.1 Industry specific (i.e., specific to goods and services produced) additional registration/licensing of the establishment will be captured here. Usually, an additional industry specific registration/license requires prior primary registration of an establishment. **As an establishment may be registered under more than one industry specific agency or authority, multiple selections can be done from a list of Central and State registering Authorities. A list of such additional registering authorities is given below:**

ACT Name	Code
<b>Goods &amp; Services Tax (GST) Act:</b> (GST) is an indirect tax (or consumption tax) imposed in India on the supply of goods and services. It is a comprehensive multistage, destination-based tax. Comprehensive because it has subsumed almost all the indirect taxes except few. Multi- Staged as it is imposed at every step in the production process.	11
<b>Factories Act, 1948:</b> The <b>Factories Act, 1948 (Act No. 63 of 1948)</b> , as amended by the <b>Factories (Amendment) Act, 1987 (Act 20 of 1987)</b> ), serves to assist in formulating national policies in India with respect to occupational safety and health in <b>factories</b> and docks in India.	12
<b>District Supply and Marketing Society</b>	13
<b>Food safety and Standard Authority of India Act:</b> FSSAI is responsible for protecting and promoting public health through the regulation and supervision of food safety.	14
<b>Employee PF Organization/ Employee State Insurance Corporation:</b> EPFO assists the Central Board in administering a compulsory contributory Provident Fund Scheme, a Pension Scheme and an Insurance Scheme for the workforce engaged in the organized sector in India.	15
<b>Khadi and Village Industries Commission/ Board / DC Handlooms / DC Handicrafts :</b> It is an apex organisation under the Ministry of Micro, Small and Medium Enterprises, with regard to <a href="#">khadi</a> and village industries within India, which seeks to - "plan, promote, facilitate, organise and assist in the establishment and development of khadi and village industries in the rural areas in coordination with other agencies engaged in rural development wherever necessary.	16
<b>State Directorate of Industries</b>	17

<b>Development Commissioner of Handicraft / Handloom /Commodity boards (Coir board, Silk Board, Jute Commissioner etc.)</b>	18
<b>State Specific Licenses / registration (incl. Labour License/Trade License/Drug License/Factory License/Electricity Board/State Business Register/ Other State Specific licenses)</b>	19
<b>Any Other Registration/Licenses (not covered above)</b>	99

### 19. Registration Details of Main office/Head office of the Establishment

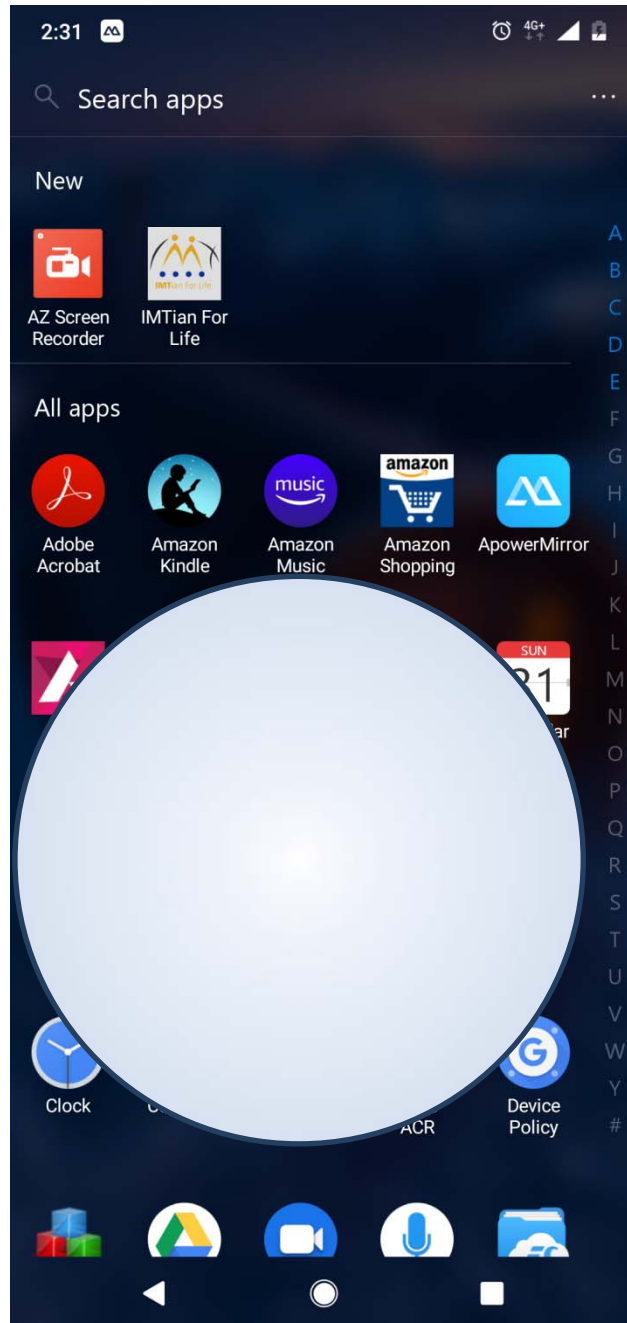
19.1 Many a times, an establishment is an attached office (such as factory/warehouse/depot/wholesaler/retailer/sales & marketing/branch/ franchisee, etc.) of another establishment (called, Main office/Head office/Registered office) that is located at a different premise. In such cases, the attached establishment has negligible or limited autonomy and the main office controls the operations of the establishment.

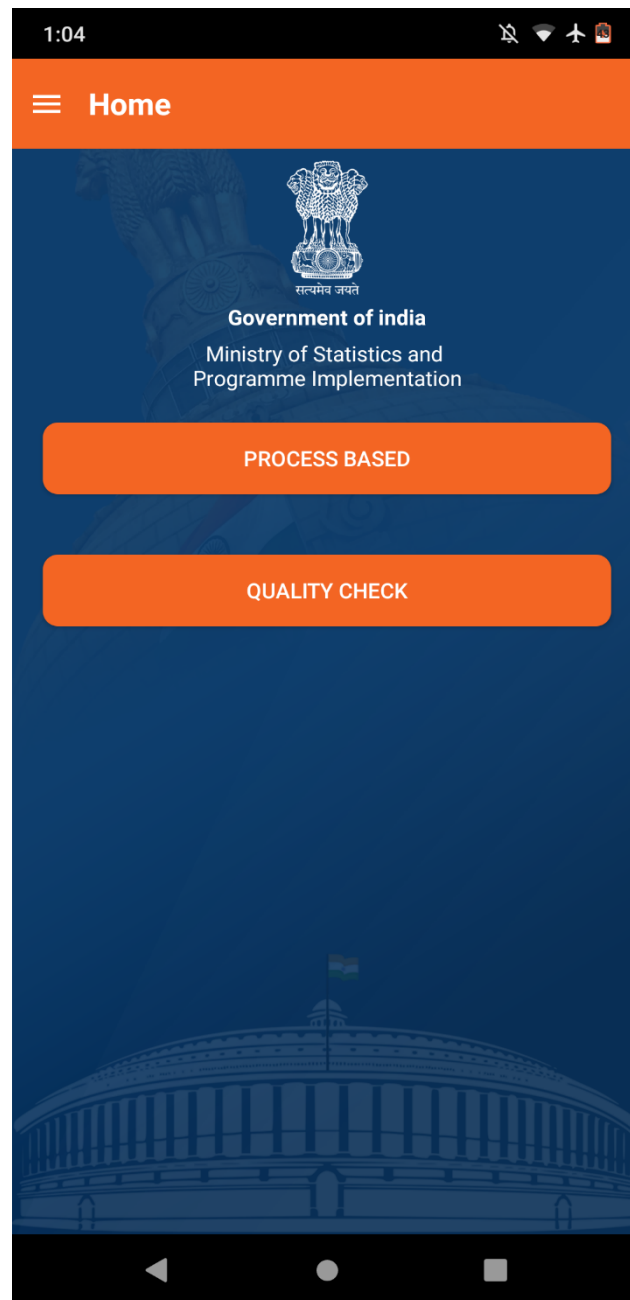
19.2 If the establishment enumerated is an attached office, then registration details of the main office are to be captured in the economic census. Registration details with **any one** of the registering authorities needs to be captured:

<b>Main Office Registration Act</b>	<b>Code</b>
Shops and Establishment Act, 1953	1
Companies Act 2013	2
LLP Act 2008 (incl Partnership Act 1932)	3
Indian Trust Act 1882 (incl State Public Trust Act)	4
Societies Registration Act, 1860	5
Co-operative Societies Act, 1912	6
Foreign Companies (not under the CA 2013)	7
Not Registered with any Act	8
Any other Act (not covered above)	9

## Module 7 Mobile App Walkthrough

This is the App icon the second level supervisor can view on the screen post installation.

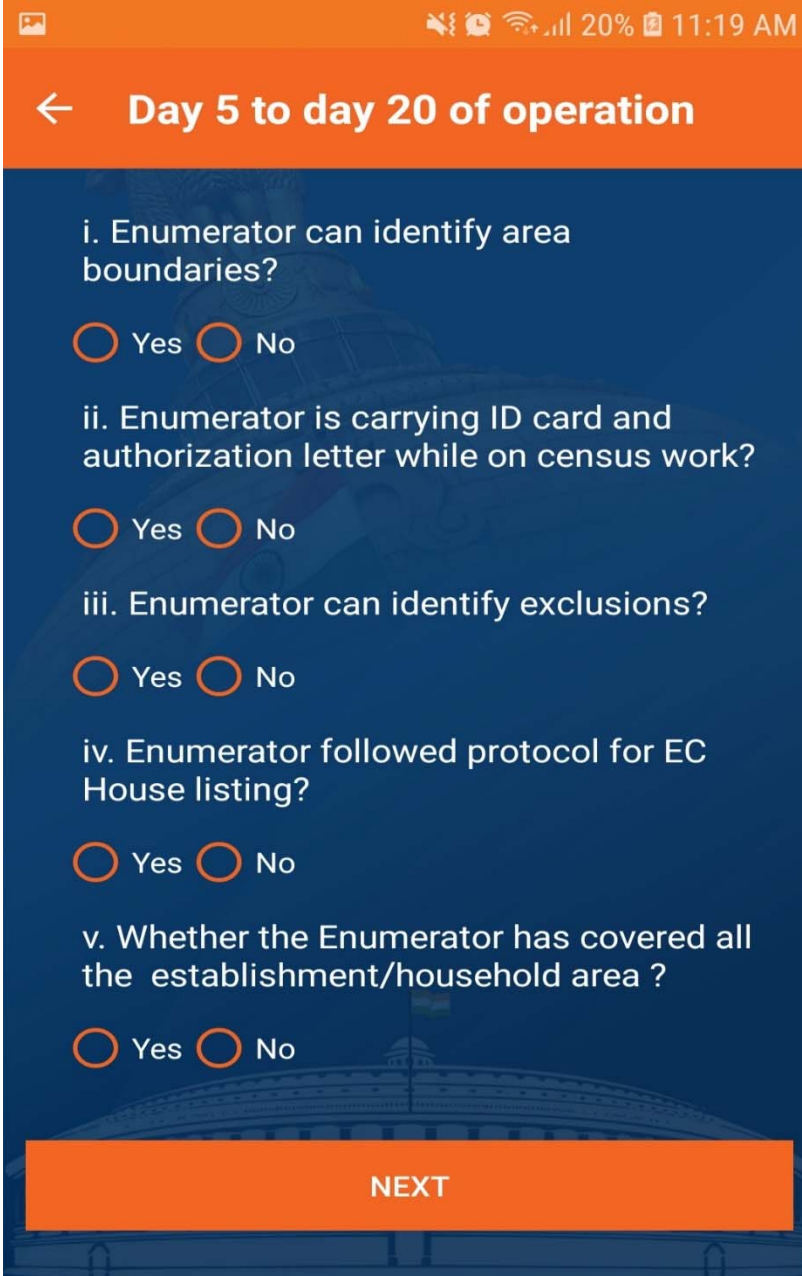




After logging in with your user id & password, this is the opening screen of the App. You will see two options:

- Process Based – to check the process of enumeration – between 5 – 20 days of start of survey.
- Quality Check – for supervision of survey quality.

**PROCESS CHECK:**



← Day 5 to day 20 of operation

i. Enumerator can identify area boundaries?  
 Yes  No

ii. Enumerator is carrying ID card and authorization letter while on census work?  
 Yes  No

iii. Enumerator can identify exclusions?  
 Yes  No

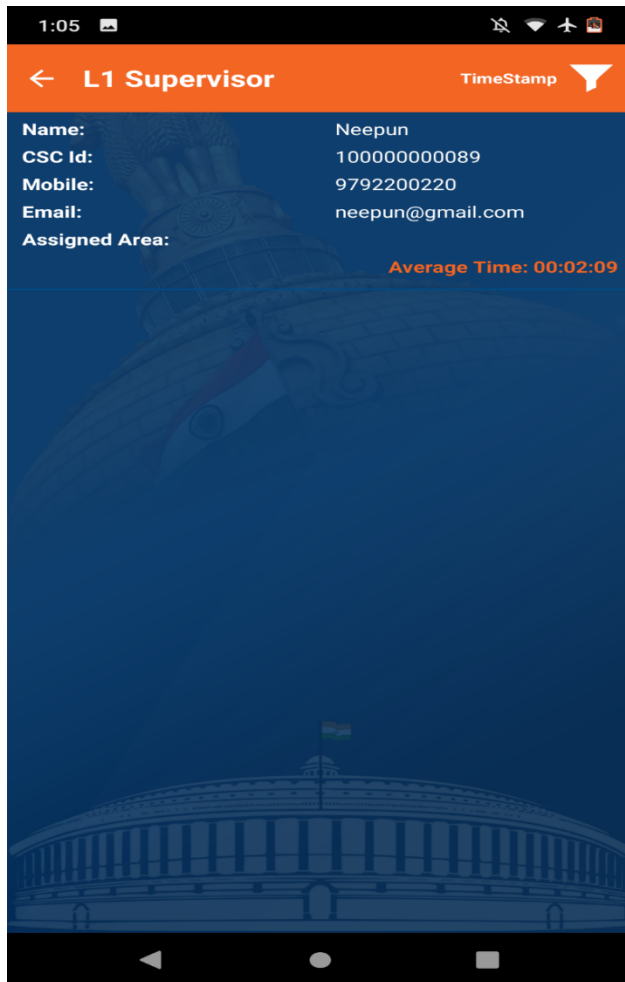
iv. Enumerator followed protocol for EC House listing?  
 Yes  No

v. Whether the Enumerator has covered all the establishment/household area ?  
 Yes  No

NEXT

On selecting process check, the above screen will open up: showcasing 5 parameters on the basis of which the final process score will be calculated. By clicking on Next button after selecting the answer, then enumerators verified data will be submitted, thereafter will disappear from the screen and cannot be accessed any longer by the second level supervisor.

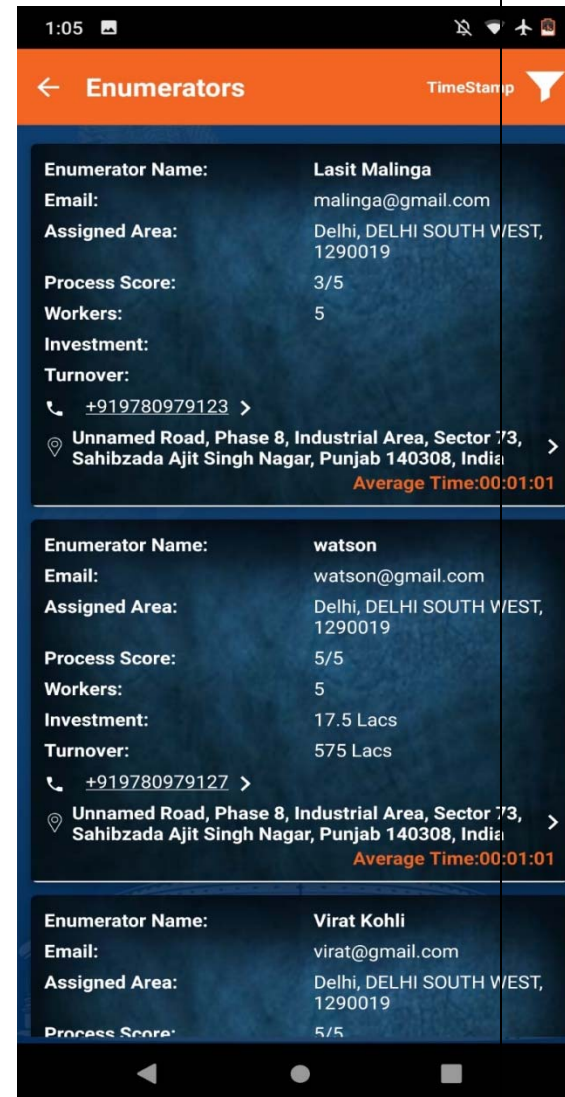
## QUALITY CHECK :



On selecting “Quality Check” the screen above will open up, which has the details of the L1 supervisor(s) assigned. Clicking on any particular supervisor will take the second level supervisor to the next screen which consists of the details of the enumerators under him or her. This screen has the basic details of the supervisor such as:

- Name
- CSC ID
- Mobile number
- Email ID
- It also shows the average time taken by Enumerators under him / her

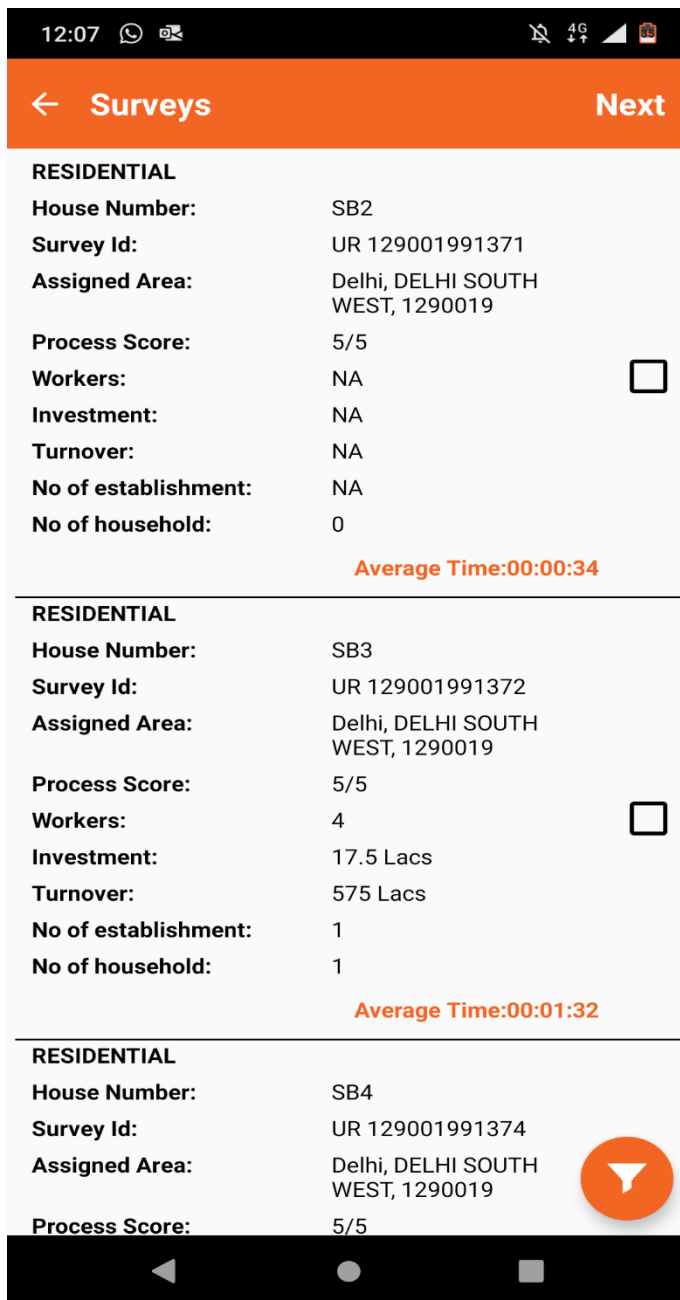
First screen with the list of enumerators under a supervisor, who have been assigned for second level supervision.



This screen has:

- Name of enumerator
- Email ID
- Assigned Area
- Process Score
- Responses entered by the enumerator to:
  - No of Workers
  - Investment in Plant & Machinery
  - Annual Turnover
- Telephone number
- Address
- Average Time Taken





Here , a summary of the critical fields of enumeration under each enumerator is summarised along with the actual time taken by each one of them. Alongside each entry , there can be seen a box to record whether that particular entry is verified or not . Once that is done , click “next”.

Now, the verification screen pops up as below:

The screenshot shows a mobile application interface for a survey verification screen. At the top, the status bar displays the time 12:14 and various system icons. Below this is an orange header bar with a back arrow and the text 'Survey Details'. The main content area has a dark blue background with a faint image of the Indian Parliament building. It features a 'Location:' section with a Google Maps snippet showing 'PHASE 8' and 'Ivy Hospital' on 'Lakhnaur Pind Rd'. Below the map, the start and end times are listed: 'Start Time: 2019-05-14 02:46:19' and 'End Time: 2019-05-14 02:47:51'. There are five radio button questions, each with 'Yes' and 'No' options, all of which have 'Yes' selected. The questions are: 'Enumerator can identify area boundaries?', 'Enumerator is carrying ID card and authorization letter while on census work?', 'Enumerator can identify exclusions?', 'Enumerator followed protocol for EC House Listing?', and 'Whether Enumerator has covered all the establishment / household area?'. At the bottom, there is an orange bar with the text 'NEXT' and a black navigation bar with standard Android icons.

12:14

← Survey Details

Location:

PHASE 8  
Ivy Hospital  
Lakhnaur Pind Rd

Start Time: 2019-05-14 02:46:19  
End Time: 2019-05-14 02:47:51

Enumerator can identify area boundaries?  
 Yes  No

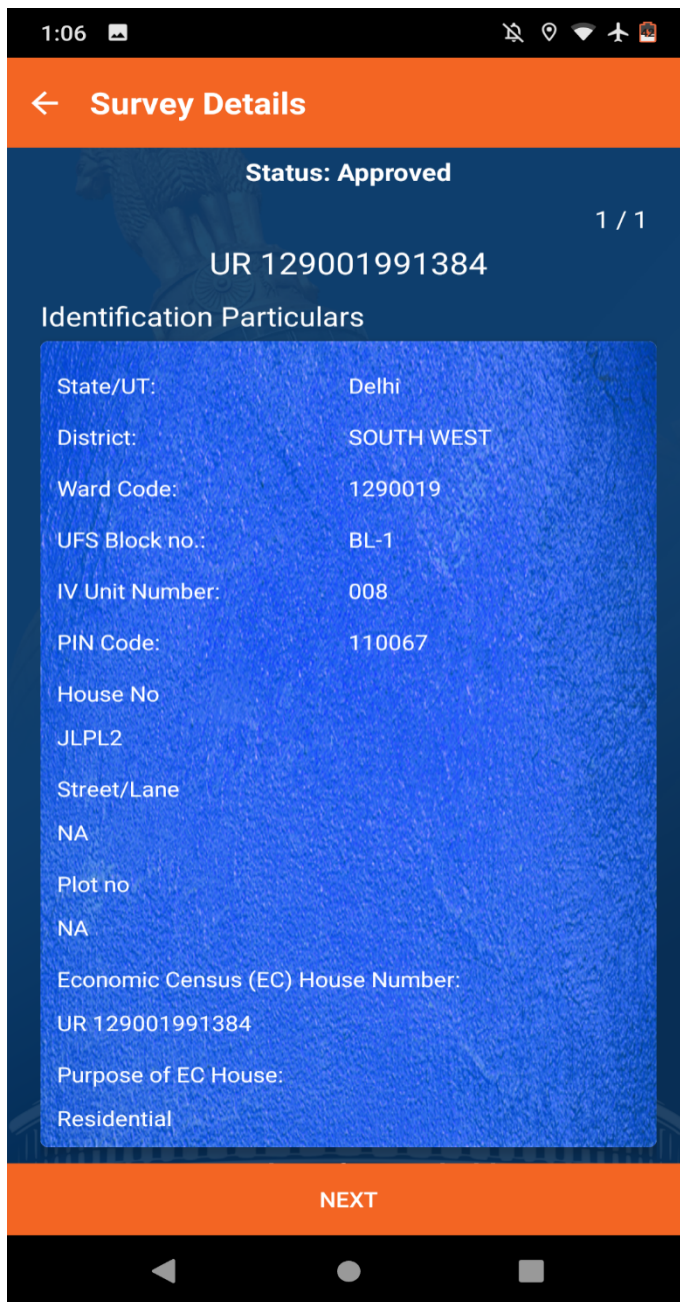
Enumerator is carrying ID card and authorization letter while on census work?  
 Yes  No

Enumerator can identify exclusions?  
 Yes  No

Enumerator followed protocol for EC House Listing?  
 Yes  No

Whether Enumerator has covered all the establishment / household area?  
 Yes  No

NEXT



This screen opens up where the survey details are displayed. Then click “next”.

1:08

← Day 21 Onwards:

**Questions for Residential Survey-:**

1- Enumerator has correctly (largely) identified number of household-based establishment?  
 Yes  No

2- Enumerator has correctly identified activity category (NIC 3 DIGIT)?  
 Yes  No

3- Enumerator has correctly identified number of workers (including contractual workers)?  
 Yes  No

3 hired , 2 non hired , 1 contractual

4- Enumerator has captured ownership code correctly for establishment?  
 Yes  No

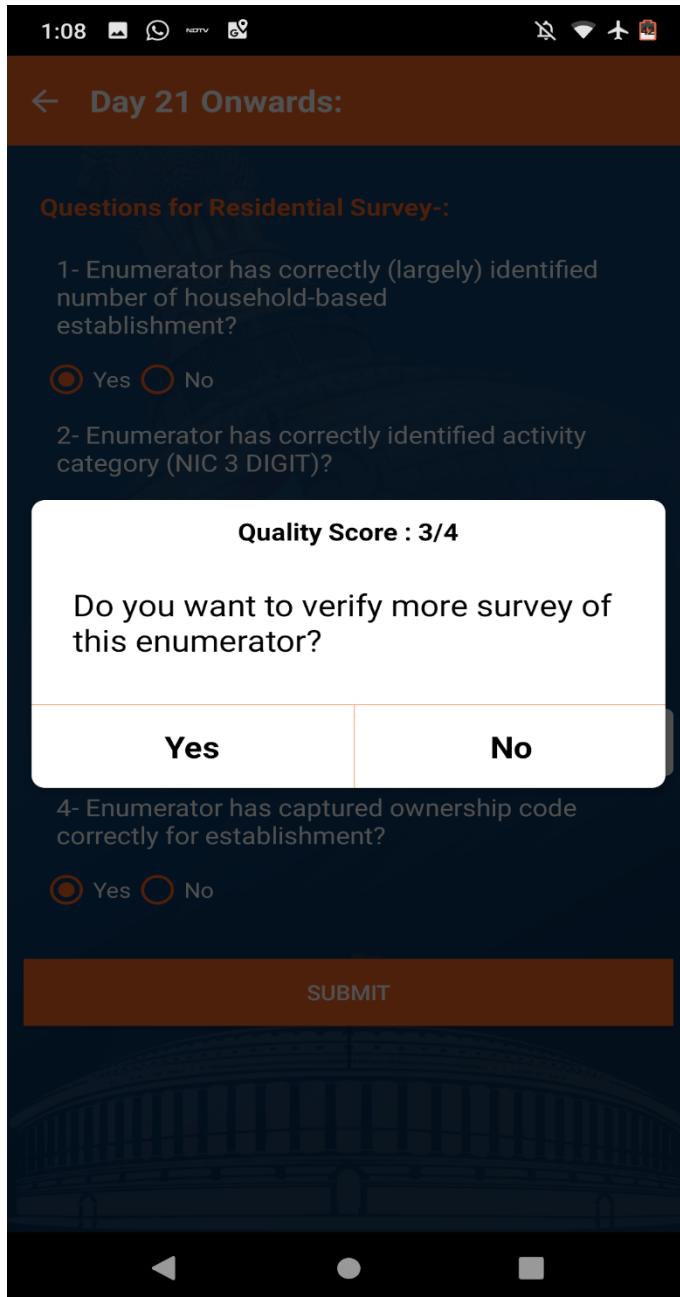
SUBMIT

The actual verification screen now opens up where you can see the four questions that need to be answered:

- If the answer to any question is “Yes”, it moves to the next question.
- If the answer to any question is “No”, a text box opens up – a remark has to be entered there.

Now , after clicking “next”, the following screen pops up.The Screen now displays the “quality score” for this enumerator. A question pops up asking if you want to verify more surveys of the same enumerators?

- If you respond Yes – it takes you back to the enumerator screen.
- If you respond No – it asks if you want to verify the score of another Enumerator.( Refer to the next screenshot )



The screenshot shows a mobile application interface. At the top, the status bar displays the time 1:08 and various icons. Below the status bar is a dark blue header with a back arrow and the text "Day 21 Onwards:". The main content area is dark blue and contains the following text:

**Questions for Residential Survey-:**

1- Enumerator has correctly (largely) identified number of household-based establishment?  
 Yes  No

2- Enumerator has correctly identified activity category (NIC 3 DIGIT)?

**Quality Score : 3/4**

Do you want to verify more survey of this enumerator?

**Yes** | **No**

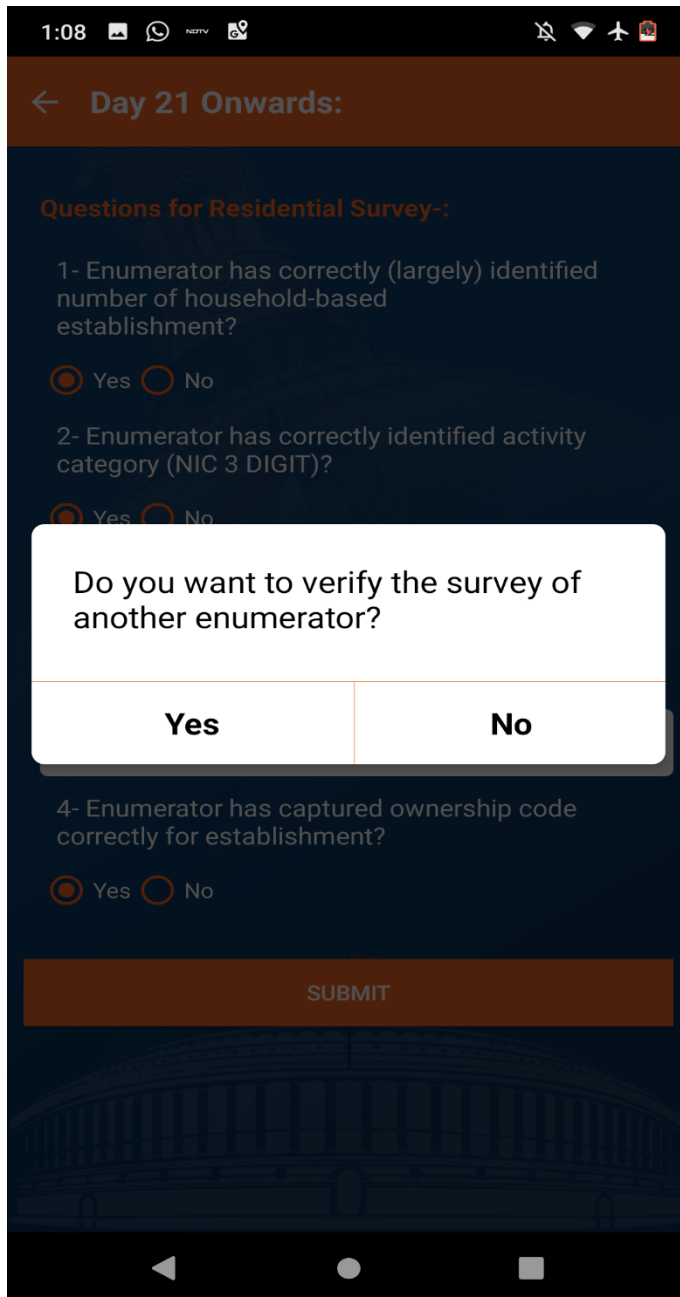
4- Enumerator has captured ownership code correctly for establishment?  
 Yes  No

**SUBMIT**

The bottom of the screen shows the Android navigation bar with back, home, and recent apps buttons.

By clicking “No” to the above question , the following question pops up asking whether you want to verify the survey of some other enumerator?

- Here by clicking “yes”, you will be taken to the L1 supervisor list.
- By clicking “No” ,the verification will get submitted.



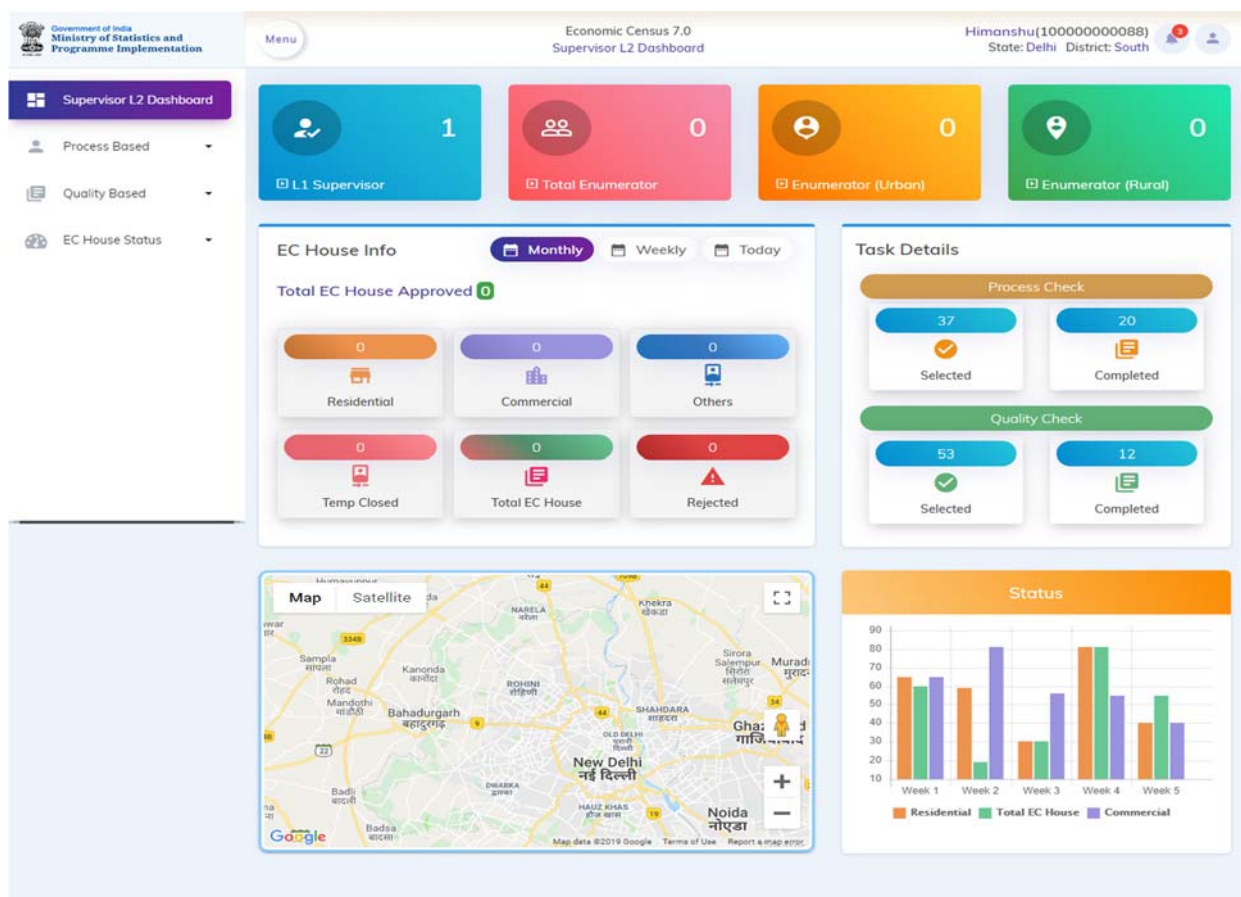
The screenshot shows a mobile application interface. At the top, the status bar displays the time 1:08 and various icons. Below the status bar is a dark blue header with a back arrow and the text "Day 21 Onwards:". The main content area is dark blue and contains a section titled "Questions for Residential Survey:-". The first question is "1- Enumerator has correctly (largely) identified number of household-based establishment?" with radio buttons for "Yes" (selected) and "No". The second question is "2- Enumerator has correctly identified activity category (NIC 3 DIGIT)?" with radio buttons for "Yes" (selected) and "No". A white dialog box is overlaid on the screen, containing the text "Do you want to verify the survey of another enumerator?" and two buttons: "Yes" and "No". Below the dialog box, the fourth question is "4- Enumerator has captured ownership code correctly for establishment?" with radio buttons for "Yes" (selected) and "No". At the bottom of the screen is a dark blue button labeled "SUBMIT". The Android navigation bar is visible at the very bottom.

## Module 8 Web Application Walkthrough

### Dashboard Home Page

#### What is visible on the Dashboard

- 1- The supervisor can see a detailed view of the L1 supervisors and enumerators count, total survey count and the bifurcation of survey types.
- 2- Task details count of L2 supervisor.
- 3- Map View of completed survey along with Latitude and longitude plotted.
- 4- Graphical View of the surveys weekly, monthly and real time.



## **How to use the Web Application?**

### **1. For Process Based Verification:**

- He will first select the SL1 from the list and then he will be able to see the list of Enumerators within the supervisor SL1.
- Now, he can see the list of enumerators from SL1 , from where he can select a particular enumerator, whose data has to be verified or whose process check needs to be done.
- On the basis of 5 questions or critical parameters, verification will be done .
- It starts on day 5 and the number of enumerators to be supervised is not restricted.

### **2. For Quality Based Verification:**

- The quality and correctness of data collected by enumerator (and approved by VLE (SL1) will be checked in this module. There are separate Quality check parameters for Residential EC Houses and for Commercial EC Houses.
- Data collected by enumerator is made available to SL2 for his physical verification on the field. SL2 may input his findings either on his mobile devise (called App mode) or on a printed format (called Web mode).



## Process Based Selection

L2 supervisor have two options for selection for enumerators for process check:-

- a. **Auto Selection**-Here system will auto select minimum 10 % of total enumerators, he can add or remove selected enumerators.
- b. **Manual Selection**- In this he will choose minimum 10 % enumerators manually.

### Step-1

The screenshot displays the 'Supervisor L2 Dashboard' for 'Economic Census 7.0'. The user is identified as Himanshu(100000000088) from State: Delhi, District: South. The dashboard features a left-hand navigation menu with options: 'Supervisor L2 Dashboard', 'Process Based' (expanded), 'Enumerators Selection' (highlighted with a red box), 'Verification', 'Quality Based', and 'EC House Status'. The main content area shows a 'HOME' button and a central prompt: 'Select mode for Enumerator Selection'. Below this prompt are two buttons: 'AUTO SELECTION' (purple) and 'MANUAL SELECTION' (blue), both highlighted with red boxes.

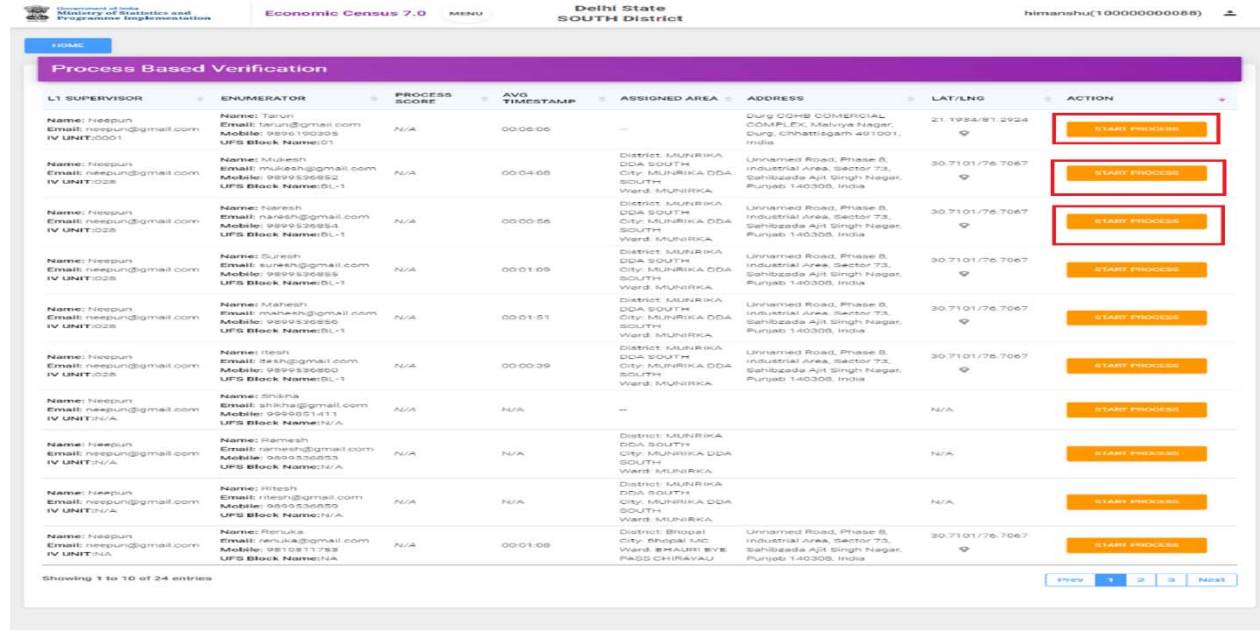
## Step-2

The screenshot shows the 'Supervisor L2 Dashboard' for 'Economic Census 7.0'. The user is logged in as 'Himanshu(10000000088)' in 'State: Delhi' and 'District: South'. The dashboard includes a sidebar with navigation options: 'Supervisor L2 Dashboard', 'Process Based' (with sub-options: Enumerator Selection, Verification, Quality Based, EC House Status), and a 'HOME' button. The main content area is titled 'Data Quality Enumerators List' and shows 'Total Selected Enumerators: 0'. A table with columns 'L1 Supervisor', 'Enumerator', 'Process Score', 'Avg Time Span(hh:mm:ss)', 'Workers', 'Annual Turnover', and 'Ir' is present, but it is empty. A red box highlights the 'L1 Supervisor' column header and the empty table body. Below the table, it says 'Showing 0 to 0 of 0 entries' and has 'Prev' and 'Next' buttons.

## Process Based Verification

In process based verification click on start process and submit the questionnaire on click on YES/NO.

### STEP-3



LT SUPERVISOR	ENUMERATOR	PROCESS SCORE	AVG TIMESTAMP	ASSIGNED AREA	ADDRESS	LAT/LNG	ACTION
Name: Neepun Email: neepun@gmail.com IV UNIT:0001	Name: Tarun Email: tarun@gmail.com Mobile: 9896190305 UFS Block Name:01	N/A	000606		Durg CORP COMMERCIAL COMPLEX Malviya Nagar, Durg, CHATTISGARH 491001, India	21.1984/81.2524	START PROCESS
Name: Neepun Email: neepun@gmail.com IV UNIT:0028	Name: Mukesh Email: mukesh@gmail.com Mobile: 9899300853 UFS Block Name:01,1	N/A	000408	DISTRICT MURKHA DDA SOUTH CITY MURKHA DDA SOUTH WARD MURKHA	Unnamed Road, Phase B, Industrial Area, Sector 73, Sahibzada Aji Singh Nagar, Punjab 140305, India	30.7101/76.7067	START PROCESS
Name: Neepun Email: neepun@gmail.com IV UNIT:0028	Name: Naresh Email: naresh@gmail.com Mobile: 9899300853 UFS Block Name:01,1	N/A	000056	DISTRICT MURKHA DDA SOUTH CITY MURKHA DDA SOUTH WARD MURKHA	Unnamed Road, Phase B, Industrial Area, Sector 73, Sahibzada Aji Singh Nagar, Punjab 140305, India	30.7101/76.7067	START PROCESS
Name: Neepun Email: neepun@gmail.com IV UNIT:0028	Name: Suresh Email: suresh@gmail.com Mobile: 9899300855 UFS Block Name:01,1	N/A	000109	DISTRICT MURKHA DDA SOUTH CITY MURKHA DDA SOUTH WARD MURKHA	Unnamed Road, Phase B, Industrial Area, Sector 73, Sahibzada Aji Singh Nagar, Punjab 140305, India	30.7101/76.7067	START PROCESS
Name: Neepun Email: neepun@gmail.com IV UNIT:0028	Name: Mahesh Email: mahesh@gmail.com Mobile: 9899300850 UFS Block Name:01,1	N/A	000151	DISTRICT MURKHA DDA SOUTH CITY MURKHA DDA SOUTH WARD MURKHA	Unnamed Road, Phase B, Industrial Area, Sector 73, Sahibzada Aji Singh Nagar, Punjab 140305, India	30.7101/76.7067	START PROCESS
Name: Neepun Email: neepun@gmail.com IV UNIT:0028	Name: Rishi Email: rishi@gmail.com Mobile: 9899300850 UFS Block Name:01,1	N/A	000039	DISTRICT MURKHA DDA SOUTH CITY MURKHA DDA SOUTH WARD MURKHA	Unnamed Road, Phase B, Industrial Area, Sector 73, Sahibzada Aji Singh Nagar, Punjab 140305, India	30.7101/76.7067	START PROCESS
Name: Neepun Email: neepun@gmail.com IV UNIT:N/A	Name: SHIKHA Email: shikha@gmail.com Mobile: N/A UFS Block Name:N/A	N/A	N/A			N/A	START PROCESS
Name: Neepun Email: neepun@gmail.com IV UNIT:N/A	Name: Ramesh Email: ramesh@gmail.com Mobile: 9899300853 UFS Block Name:N/A	N/A	N/A	DISTRICT MURKHA DDA SOUTH CITY MURKHA DDA SOUTH WARD MURKHA		N/A	START PROCESS
Name: Neepun Email: neepun@gmail.com IV UNIT:N/A	Name: Ritesh Email: ritesh@gmail.com Mobile: 9899300850 UFS Block Name:N/A	N/A	N/A	DISTRICT MURKHA DDA SOUTH CITY MURKHA DDA SOUTH WARD MURKHA		N/A	START PROCESS
Name: Neepun Email: neepun@gmail.com IV UNIT:004	Name: Renuka Email: renuka@gmail.com Mobile: 9810811789 UFS Block Name:N/A	N/A	000108	DISTRICT Bhopal CITY, Bhopal INDIA WARD 8 MAHURI EYE RESS CHIRAVAU	Unnamed Road, Phase B, Industrial Area, Sector 73, Sahibzada Aji Singh Nagar, Punjab 140305, India	30.7101/76.7067	START PROCESS

Showing 1 to 10 of 24 entries

Level 2 will see the score of the enumerator after submitting his remarks.  
Level2 can enter the remarks for the enumerator when he select "NO"

## Step-4

HOME

### Process Based Check

BACK

STATE :	Delhi	DISTRICT :	
L1 SUPERVISOR NAME:	Neepun	L1 SUPERVISOR EMAIL:	neepun@gmail.com
ENUMERATOR NAME :	Darpan Babbar	ENUMERATOR EMAIL :	darpan.babbar@gmail.com
ENUMERATOR PHONE :	7011929619	ASSIGNED AREA :	--

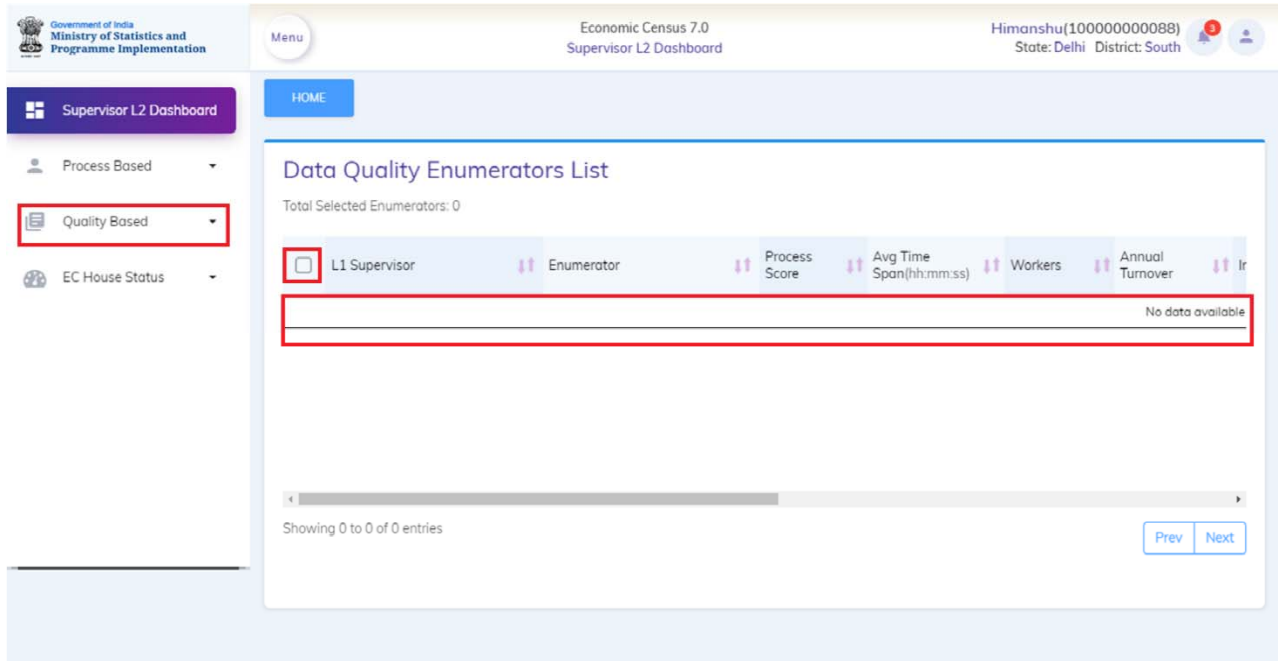
1. Enumerator can identify area boundaries?  
 Yes  No
2. Enumerator is carrying ID card and authorization letter while on census work?  
 Yes  No
3. Enumerator can identify exclusions?  
 Yes  No
4. Enumerator followed protocol for EC House Listing?  
 Yes  No
5. Whether Enumerator has covered all the establishment / household area?  
 Yes  No

SUBMIT

## Quality Based Selection

Quality based selection starts when 30% work of a enumerator is verified by L1 supervisor

- L2 select min. 10 % enumerators for quality check after selection
- From the verification tab choose the enumerator
- Select minimum 10 structure of selected enumerator



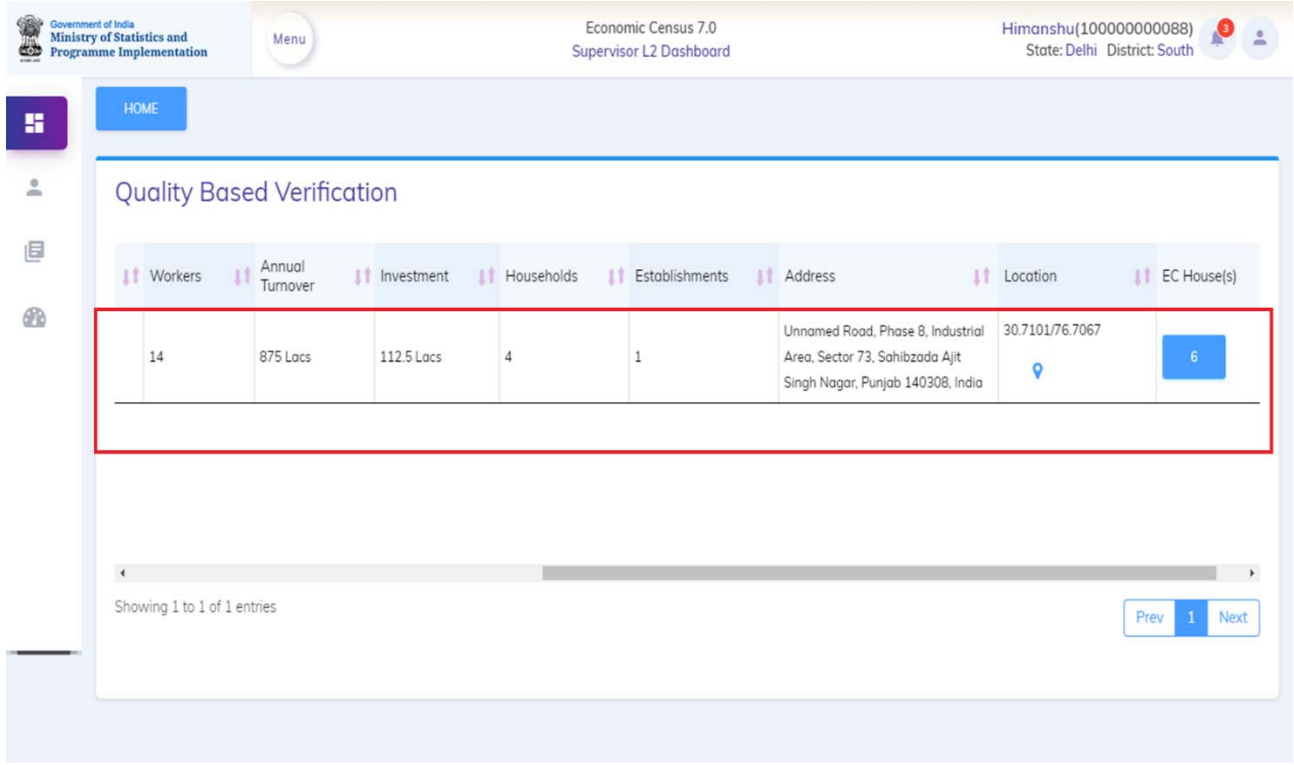
The screenshot displays the 'Supervisor L2 Dashboard' for 'Economic Census 7.0'. The user is logged in as Himanshu (ID: 100000000088) in the State of Delhi, District of South. The dashboard features a sidebar with navigation options: 'Process Based', 'Quality Based' (highlighted with a red box), and 'EC House Status'. The main content area is titled 'Data Quality Enumerators List' and shows 'Total Selected Enumerators: 0'. A table with the following columns is visible: 'L1 Supervisor', 'Enumerator', 'Process Score', 'Avg Time Span(hh:mm:ss)', 'Workers', and 'Annual Turnover'. The table is currently empty, with a red box highlighting the 'No data available' message. At the bottom, it indicates 'Showing 0 to 0 of 0 entries' and includes 'Prev' and 'Next' navigation buttons.

## Quality Based Verification

From verification tab choose the enumerator and select minimum 10 structure of selected enumerator

- If you want to do a pen & paper verification, take a printout of the same
- If you want to use the mobile app then this process has to be carried out on the mobile app
- Post verification – enter the remarks on the web app & submit

### Step 1.



Government of India  
Ministry of Statistics and Programme Implementation

Menu

Economic Census 7.0  
Supervisor L2 Dashboard

Himanshu(100000000088)  
State: Delhi District: South

HOME

### Quality Based Verification

Workers	Annual Turnover	Investment	Households	Establishments	Address	Location	EC House(s)
14	875 Lacs	112.5 Lacs	4	1	Unnamed Road, Phase 8, Industrial Area, Sector 73, Sahibzada Ajit Singh Nagar, Punjab 140308, India	30.710176.7067	6

Showing 1 to 1 of 1 entries

Prev 1 Next

## Step 2.

Government of India  
Ministry of Statistics and  
Programme Implementation

Menu

Economic Census 7.0  
Supervisor L2 Dashboard

Himanshu(100000000088)  
State: Delhi District: South

**Supervisor L2 Dashboard**

Process Based

**Quality Based**

- Enumerator Selection
- Verification
- EC House Status

[HOME](#)

### EC House List [BACK](#)

<input type="checkbox"/>	Residential	MANJIT KAUR	1	N/A	9365847580	Unnamed Road, Phase 8, Industrial Area, Sector 73, Sahibzada Ajit Singh Nagar, Punjab 140308, India	Pending	Not Printed	<a href="#">View</a>
<input type="checkbox"/>	Residential	PULKIT	1	N/A	9686646848	Unnamed Road, Phase 8, Industrial Area, Sector 73, Sahibzada Ajit Singh Nagar, Punjab 140308, India	Pending	Not Printed	<a href="#">View</a>
<input type="checkbox"/>	Residential	GUNJAN	N/A	N/A	9814354845	Unnamed Road, Phase 8, Industrial Area, Sector 73, Sahibzada Ajit Singh Nagar, Punjab 140308, India	Pending	Printed	<a href="#">View</a>

Showing 1 to 6 of 6 entries

Prev 1 Next

START VERIFICATION →

### Step 3.

Government of India  
Ministry of Statistics and  
Programme Implementation

Economic Census 7.0 MENU

Delhi State  
SOUTH District

himanshu(10000000088)

HOME

#### Survey Data Preview

L1 SUPERVISOR :	Neepun	ENUMERATOR NAME :	Manpreet
STATE NAME :	Delhi	DISTRICT NAME :	MUNRIKA DDA SOUTH
BLOCK NAME :	BLOCK 1	SURVEY AREA TYPE :	Urban
CITY NAME :	MUNRIKA DDA SOUTH	PINCODE :	110067
WARD NAME :	MUNIRKA	IV UNIT NO :	028
LOCATION/BULDING NO :	013	PURPOSE OF EC HOUSE :	Residential
EC HOUSE NUMBER :	UR 129001991173		

#### Residential Details (1)

NAME OF HEAD :	0	MOBILE OF HEAD PERSON :	0
MEMBER RESIDE HOUSE :	0	MEMBER REISDE ACTIVITY :	0
NO HOUSEHOLD ESTABLISHMENT :	0		
SURVEY STATUS :	Pending		

#### Data Quality Questionnaire

1. Enumerator has correctly (largely) identified number of household-based establishments?  
 Yes  No
2. Enumerator has correctly identified activity category (NIC 3 digit)?  
 Yes  No
3. Enumerator has correctly identified number of workers (including contractual workers)?  
 Yes  No
4. Enumerator has captured ownership code correctly for establishment?  
 Yes  No



Completed EC house verification status View.

The screenshot displays the user interface for the Economic Census 7.0 verification status. At the top left, there is a logo for the Government of India, Ministry of Statistics and Programme Implementation. The main header includes 'Economic Census 7.0', a 'MENU' button, and the location 'Delhi State SOUTH District'. The user's name 'himanshu(100000000088)' is shown at the top right. The main content area features a purple bar with the text 'Selected Survey Verification' and a 'BACK' button. Below this, a card displays the Unique Census (UC) number 'UC 129001991174' and a green button indicating 'COMPLETED WITH 100%'. A 'HOME' button is also visible in the top left corner of the main content area.

After completing verification, user can go back to previous menu or Home page.

## Module 9 Annexures

### 9.1 Schedule 7.0

#### 1. Identification particulars:

State/ UT	District	Tehsil/ Taluka/ PS/ Dev. Block/ Mandal	Town/ Panchayat	IV Unit Number (for Urban areas)	UFS Block No (for town only)	Village/ ward	PIN Code (entry by VLE)

2. Locality/Street/Lane/Premises/ Building no: <b>(Postal Address)</b>
3. Economic Census (EC) House Number (should be auto-generated)
4. Purpose of EC House (Residential – 1; Commercial – 3; Others - 9)
<b>If Purpose of EC House Type =1, Go To item-5; or if EC House type = 3, Go to Item-11 Else Stop Survey with appropriate remarks)</b>
Information to be captured from each Household
5. Serial Number of the Household (auto-generated and linked to Census house number)
6. Name of head of household/respondent
7. Mobile Number of Head of household/respondent
8. Number of members usually residing in household: T/M/F/T-G
9. Number of Household Members pursuing entrepreneurial activity:
10. Total Number of Household based Establishments <b>(if Zero, Stop Enumeration. Else proceed)</b>

#### a. Establishment Details (To be captured at Household) **(Only Ownership Codes-1/2 to be filled here, For other Ownership, Fill Item-11)**

Sl. No.	Type of Establishment (“Without fixed structure outside Household”, OR, “Inside Household”	Name of Owner (Household member)	Mobile Number of Owner/Partner	Nature of Economic Activity (code)	Description of Economic Activity of Establishment (as per NIC-3 digit)	Ownership of Establishment (code)	Particulars of Owner/Partner if ownership code is 1				Nature of operation of Establishment (code)
							Age (in years)	Gender	Social Group	Religion	

	(Drop Down)												
1													
2													
Sl. No.	Whether Manufacturing Services (Y/N)	Whether exporting unit (Y/N)	Major source of finance (code)	Number of persons engaged (last working day preceding the date of enumeration)								Investment in plant & machinery/Equipment (code)	Annual Turnover (code)
		If yes, whether exports services (Y/N)		Hired worker				Non-hired worker					
				Total	M	F	T	Total	M	F	T	Total	
1													
2													

**\*: Mandatory for Exclusion Cases. Option for Observations by Enumerator also to be provided.**

### 11. Establishments with fixed structure

i. Name of Establishment/Owner
ii. Address
iii. Mobile of Manager/ owner
iv. Email of Establishment/Manager/ owner
v. Nature of Economic Activity (code)
vi. Description of Economic Activity of Establishment (as per NIC-3 digit)
vii. Ownership (code):
viii. If ownership code is 1:
a. Age of Owner (in Years)
b. Gender of owner (code)
c. Social group of owner (code)

d. Religion of owner (code)	
ix. Major source of finance (code)	
x. Number of persons engaged (last working day preceding the date of enumeration)	
Hired workers	
	- Total
	- Male
	- Female
	- Third Gender
Non-hired workers	
	- <b>Total</b>
	- Male
	- Female
	- Third Gender
Contractual workers engaged through a contractor or agency (Total)	
xi. Whether Uses IT for business operations (Y / N)	
xii. Whether Manufacturing Services (Y/N)	
xiii. Whether exporting unit (Y / N) <b>(if Yes, whether exports Services (Y / N))</b>	
xiv. Investment in Plant & Machinery / Equipment (Code)	
xv. Annual Turnover (code)	
xvi. PAN of establishment/ owner	
xvii. Registration Details of establishment	
a.	Primary Registering Authority <b>(Check boxes, Multiple selection possible) (Option/Validation as per Ownership Code) (as per List-9)</b>
b.	Number, Date and place (for each selection in (a))
c.	Additional Registration/License <b>(Check boxes, Multiple selection possible) (as per List-10)</b>
d.	Number, Date and place (for each selection in (c))
xviii. Whether the establishment is branch/sales/factory/etc. office of another enterprise (Yes/No)	
xix. If (xvii) is Yes, then	
a.	Name of the main Enterprise

b. PAN of the main Enterprise
c. Address the main Enterprise (State/District/locality/Pin code)
<b>d. Registering Authority of main Enterprise (only One amongst a list – 9)</b>
e. Number, Date and place of main Enterprise

**\*: Mandatory for Exclusion Cases. Option for Observations by Enumerator also to be provide**

### Code structure

1. Nature of economic activity
  - a. Primary - 1
  - b. Manufacturing - 2
  - c. Electricity, Gas and water supply - 3
  - d. Construction - 4
  - e. Trading - 5
  - f. Services - 6
2. Ownership code
  - a. Residential and Commercial
    - i. Proprietary (including HUF) - 1
    - ii. Partnership – 2
    - iii. Society/Co-operatives - 4
    - iv. Self Help Groups - 5
  - b. Commercial
    - i. Private corporate sector - 3
    - ii. Club/Trusts/ Associations/ Body of Individuals, etc. - 6
    - iii. Government companies - 7
    - iv. Public corporations - 8
    - v. Government Departments– 9
3. Gender of owner (Male – 1; Female – 2; Third Gender -3)
4. Social group of Owner (SC – 1; ST – 2; OBC – 3; Others – 9)
5. Religion of owner
  - a. Hinduism – 1;
  - b. Islam – 2;
  - c. Christianity – 3;
  - d. Sikhism – 4;
  - e. Buddhism – 5;
  - f. Zoroastrian/ Parsi – 6;
  - g. Jainism – 7;
  - h. Others – 9
6. Nature of operation (Perennial – 1, Seasonal – 2, Casual – 3)
7. Major source of finance
  - a. Self-Finance-1;
  - b. Loan from private Money lenders – 2;
  - c. Interest Free Loan from friends & relatives -3;
  - d. Loan from cooperative banks & societies– 4;
  - e. Loan from Commercial banks and Institutional Agencies – 5;
  - f. Loan from Central & state level lending institutions -6
  - g. Loan from SHG/Micro Finance Institutions – 7;
  - h. Direct financial assistance from Central/State/Local Government – 8
  - i. Others-9

8. Investment in Plant & Machinery / Equipment

- a. < 10 lakh – 1;
- b. 10-25 lakh -2;
- c. 25 lakh – 2 Crore – 3;
- d. 2 – 5 Crore – 4;
- e. 5-10 Crore-5;
- f. >=10 Crore-6
- g. Others-9

9. Annual Turnover

- a. <=1Lakh – 1;
- b. 1-5Lakh – 2;
- c. 5-10Lakh – 3;
- d. 10-20Lakh – 4;
- e. 20-75 Lakh – 5;
- f. 75 Lakh – 1.5 Crore – 6;
- g. 1.5 Crore – 5 Crore – 7;
- h. 5–20Crore – 8;
- i. 20-50Crore – 9;
- j. 50-75Crore – 10;
- k. 75 – 250Crore – 11;
- l. >=250 Crore – 12
- m. Others-99

10. Registration details

- a. Shops and Establishment Act, 1953 – 1;
- b. Companies Act 2013 (incl LLPs)– 2;

- c. Indian Trust Act 1882(incl State Public Trust Act– 3);
- d. Societies Registration Act. 1860 – 4;
- e. Co-operative Societies Act, 1912 – 5;
- f. Club/Association of Persons/Body of Individuals-6
- g. Foreign Companies (not under the CA 2013)-7
- h. Not registered-8
- i. Any other Act (not covered above)-9

11. Additional Registration/Licenses (Sector Specific)

- a. Goods & Services Tax (GST) Act – 11;
- b. Factories Act 1948 (incl Bidi & Cigar Act) -12
- c. District Supply and Marketing Society -13
- d. Food safety and Standard Authority- 14
- e. Employee PF Organization/ Employee State Insurance Corporation-15
- f. KVIC/ KVIB/ DC Handloom/ DC Handicrafts – 16;
- g. State Directorate of Industries – 17;
- h. Development Commissioner of Handicraft /handloom /Commodity boards (Cair board, Silk Board, Jute Commissioner etc.)-18;
- i. State Specific licenses/ registration (incl. Labour License/Trade License/Drug License/Factory License/Electricity Board/State Business Register/ Other State Specific licenses)-19
- j. Any other Registration/Licenses (not covered above)– 99